



Dissemination of Information as Required by the Illinois Freedom of Information Act (5 ILCS 140/4)

I. A brief description of the Forest Preserve District of DuPage County, Illinois, hereinafter called the District, is as follows:

A. Purposes: The purposes of the District are set forth in the Downstate Forest Preserve District Act (70 ILCS 805/5 et seq.)

The mission of the Forest Preserve District of DuPage County is to acquire and hold lands containing forests, prairies, wetlands, and associated plant communities or lands capable of being restored to such natural conditions for the purpose of protecting and preserving the flora, fauna, and scenic beauty for the education, pleasure, and recreation of its citizens.

B. Functional Subdivisions: A block diagram of the functional subdivisions of the District is attached as Exhibit A.

C. Budget: The total amount of the fiscal year 2021 operating budget of the District is \$38,747,551.

D. Offices: The administrative offices of the District are located at 3S580 Naperville Road, Wheaton, IL 60189. The District's main phone number is (630) 933-7200.

E. Employees: The District employs approximately 266 full-time and 13 part-time employees.

F. Board and Committees: The identification and membership of any board, commission, committee, or council that operates in an advisory capacity relative to the operation of the District or that exercises control over its policies or procedures or to which the District is required to report and be answerable to for its operations are as follows:

1. The governing board is the seven-member Board of Commissioners which consists of the following members:

Daniel Hebreard, President
Marsha Murphy, Addison, District 1
Tina Tyson-Dunne, Elmhurst, District 2
Linda Painter, Hinsdale, District 3
Jeff Gahris, Wheaton, District 4
Barbara O'Meara, Naperville, District 5
Al Murphy, West Chicago, District 6

FOREST PRESERVE DISTRICT DISSEMINATION OF INFORMATION

Page 2

2. The officers of the District are as follows:

President	Daniel Hebreard
Secretary	Judith Malahy
Deputy Secretary	Edward Stevenson
Assistant Secretaries	Chrissy Dawson, Francie Sheahan
Treasurer	Tina Tyson-Dunne
Deputy Treasurer	Jack Hogan
FOIA Officer	Jordan Countryman
Deputy FOIA Officers	Chrissy Dawson, Judith Malahy, Francie Sheahan

3. Recommendations to the governing board are made by such special and ad hoc Committees as appointed by the President and approved by the Board of Commissioners. At present, there is an Ethics Commission.

Ethics Commission

Al Gorski
Marium Khan
Randon Gardley
Joseph Loss, Ethics Advisor

4. The Executive Director is Edward Stevenson.

5. The Freedom of Information Officer is Jordan Countryman.

II. Procedure for Requesting Information and Public Records:

A. Any person may obtain public records for inspection or copying in accordance with the provisions of the Illinois Freedom of Information Act (FOIA). FOIA Requests can be submitted online through the Transparency Portal on the District website: www.dupageforest.org. Alternately, a completed Public Records Examination Request form (Exhibit B) or a written request may be submitted to the Freedom of Information Officer of the District:

Jordan Countryman
Freedom of Information Officer
Forest Preserve District of DuPage County
P.O. Box 5000
Wheaton, IL 60189
E-Mail: foia@dupageforest.org
Phone: (630)933-7090
Fax: (630)933-7093

The requested records will be supplied within five working days after receipt of the request as required by the Illinois Freedom of Information Act. Under certain

FOREST PRESERVE DISTRICT DISSEMINATION OF INFORMATION

Page 3

conditions permitted by law, the District may extend this time limit. In the event that the request for public records cannot be fulfilled, a written denial will be sent to the person making the request within five working days after receipt of the request or ten working days in case of an extension, specifying the reasons for the denial. This denial notice will also include information of the right to review by the Public Access Counselor or judicial review.

B. Fees Charged for Copies of Records: There is no charge for the first 50 pages of black-and-white, letter- or legal-sized copies. Additional copies are 15 cents per page. For color or oversized copies, the actual cost of reproducing the records will be charged. Records that must be custom reproduced by an outside service are available at the cost of reproduction. Media storage for transfer is also available at the cost of reproduction. The cost for certifying a record shall be \$1.00 per document.

C. Forms: The Public Records Examination Request form is attached hereto as Exhibit B. It is also available on the District's website: www.dupageforest.org

III. Categories of Records Maintained by the District (5 ILCS 140/5): the categories of records under the control of the District include the following:

- | | |
|-----------------------------|-----------------------------|
| Accident Reports | Inventories |
| Accounts Payable | Investment Records |
| Administrative manuals | Inventories |
| Agendas | Land Acquisition Records |
| Agreements | Landfill Records |
| Annual Appropriation Ord. | Law Enforcement Records |
| Audit Reports | Legislation Files |
| Bid Documents | Licenses |
| Brochures | Litigation Records |
| Budget Book | Maps |
| Contracts | Meeting Dates Resolution |
| Correspondence | Meeting Notices |
| Conservationist Newsletter | Minutes |
| Data Processing Records | Nature Center Files |
| Easements | Newsletters |
| Employee Handbook | Off-Leash Dog Permits |
| Employee Names & Salaries | Ordinances & Resolutions |
| Employee Titles | Payment Vouchers |
| Employment Dates | Payroll Records |
| Equipment Maintenance | Permits |
| Expenditures | Personnel Files |
| Fixed Assets Records | Photographs |
| Grant files | Plans & Specifications |
| Incident Reports | Policies |
| Insurance Claims & Policies | Preserve Statistics/History |

FOREST PRESERVE DISTRICT DISSEMINATION OF INFORMATION

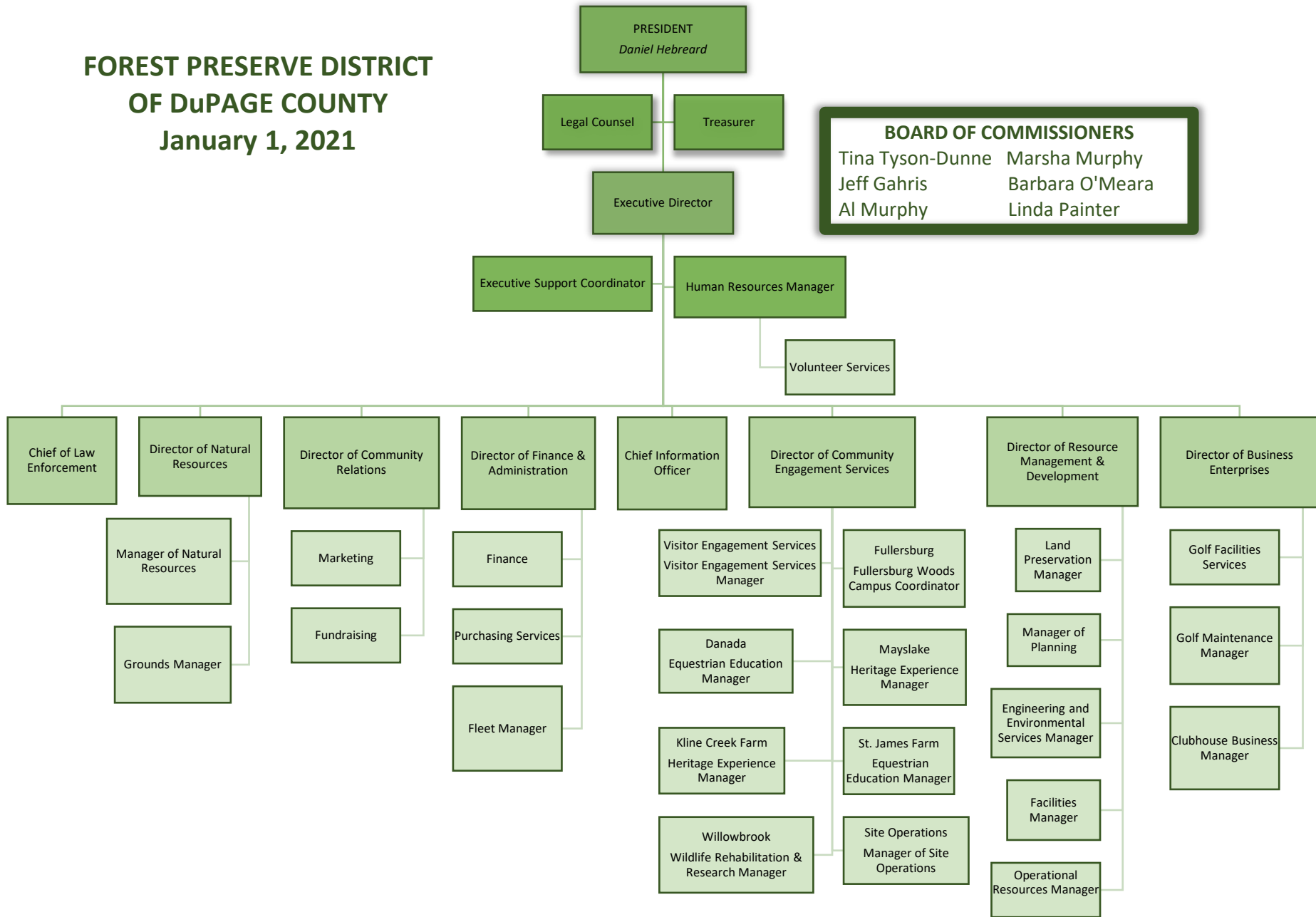
Page 4

Press Releases	Safety Records
Procedures	Scripts
Program Descriptions/ Schedules	Studies
Project Files	Surveys
Proposals and Bids	Vehicle Maintenance Records
Public Hearing Minutes	Volunteer
Purchase Orders	Opportunities/Statistics
Recordings	Wildlife Rehabilitation
Reports	Records

Pursuant to Section 3.5 of the Illinois Freedom of Information Act (5 ILCS 140/3.5), the following records will be immediately disclosed upon request:

- Agendas (last 2 years)
- Approved Open Session Minutes (last 2 years)
- Ordinances (last 2 years)
- Resolutions (last 2 years)

**FOREST PRESERVE DISTRICT
OF DuPAGE COUNTY
January 1, 2021**



BOARD OF COMMISSIONERS
 Tina Tyson-Dunne Marsha Murphy
 Jeff Gahris Barbara O'Meara
 Al Murphy Linda Painter


Forest Preserve District of DuPage County

Public Records Examination Request

- This form is for requests filed through the Illinois Freedom of Information Act.
- You can email your completed form to foia@dupageforest.org; fax it to (630) 933-7093; mail it to Freedom of Information Officer, Forest Preserve District of DuPage County, P.O. Box 5000, Wheaton, IL 60189; or deliver it to 3S580 Naperville Road in Wheaton 8 a.m. – 4:30 p.m. Monday – Friday excluding holidays.
- The District will respond within five business days after the date of the receipt of the request except in specific circumstances stipulated by the Freedom of Information Act (5 ILCS 140) and will notify you if your request is denied.

 Records Requested *Please be specific:*

Your Name

Email

Organization, Business, Agency

Mailing Address

Phone Number

Fax Number

Is this request for a commercial purpose?

Yes

No

The District will respond to a commercial request within 21 business days after the date of the receipt of the request. It is a violation of the Freedom of Information Act to knowingly obtain a public record for a commercial purpose without disclosing so if asked (5 ILCS 140/3.1 (c)).

How would you like to receive the records?

I will examine them at the District headquarters 8 a.m.-4:30 p.m. Monday-Friday excluding holidays. The District will let you know when the records are available within five business days after the date of the receipt of the request. You can then call (630) 933-7090 to make an appointment at 3S580 Naperville Road in Wheaton.

I would like printed copies.

Before the District releases the copies, you must pay in-person or by mail for any copy, certification, or mailing charges. There is no charge for the first 50 black-and-white letter- or legal-sized copies; additional copies are 15 cents per page. For color or oversized copies, the District will charge you the actual cost of the copies.

I would like the copies mailed to the address above.

I would like electronic copies. There is no copy fee for files sent via email or ShareFile.

Signature

Date

For Office Use Only

Received By Signature

Date