

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 current fiscal year (July 1, 2017- Dec. 31, 2018) operating budget of the District is \$58,469,738.

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 282 full-time and 41 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:

Joseph Cantore, President
Marsha Murphy, Addison, District 1
Jeffrey Redick, Elmhurst, District 2
Linda Painter, Hinsdale, District 3
Tim Whelan, Wheaton, District 4
Mary Lou Wehrli, Naperville, District 5
Al Murphy, West Chicago, District 6

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2. The officers of the District are as follows:

President	Joseph Cantore
Secretary	Judith Malahy
Deputy Secretary	Edward Stevenson
Assistant Secretaries	Chrissy Dawson, Francie Sheahan
Treasurer	Al Murphy
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 but no special or ad hoc committees.

Ethics Commission

Michael Loftus, Chairman
Jay Mitchell
James Carr
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

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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 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 copied by an outside service are available at the cost of reproduction. The cost of a CD or DVD for electronic records is \$0.78. 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 | Insurance Claims & Policies |
| Accounts Payable | Inventories |
| Administrative manuals | Investment Records |
| Agendas | Inventories |
| Agreements | Land Acquisition Records |
| Annual Appropriation Ord. | Landfill Records |
| Audit Reports | Law Enforcement Records |
| Bid Documents | Legislation Files |
| Brochures | Licenses |
| Budget Book | Litigation Records |
| Contracts | Maps |
| Correspondence | Meeting Dates Resolution |
| Conservationist Newsletter | Meeting Notices |
| Data Processing Records | Minutes |
| Easements | Nature Center Files |
| Employee Handbook | Newsletters |
| Employee Names & Salaries | Off-Leash Dog Permits |
| Employee Titles | Ordinances & Resolutions |
| Employment Dates | Payment Vouchers |
| Equipment Maintenance | Payroll Records |
| Expenditures | Permits |
| Fixed Assets Records | Personnel Files |
| Grant files | Photographs |
| Incident Reports | Plans & Specifications |

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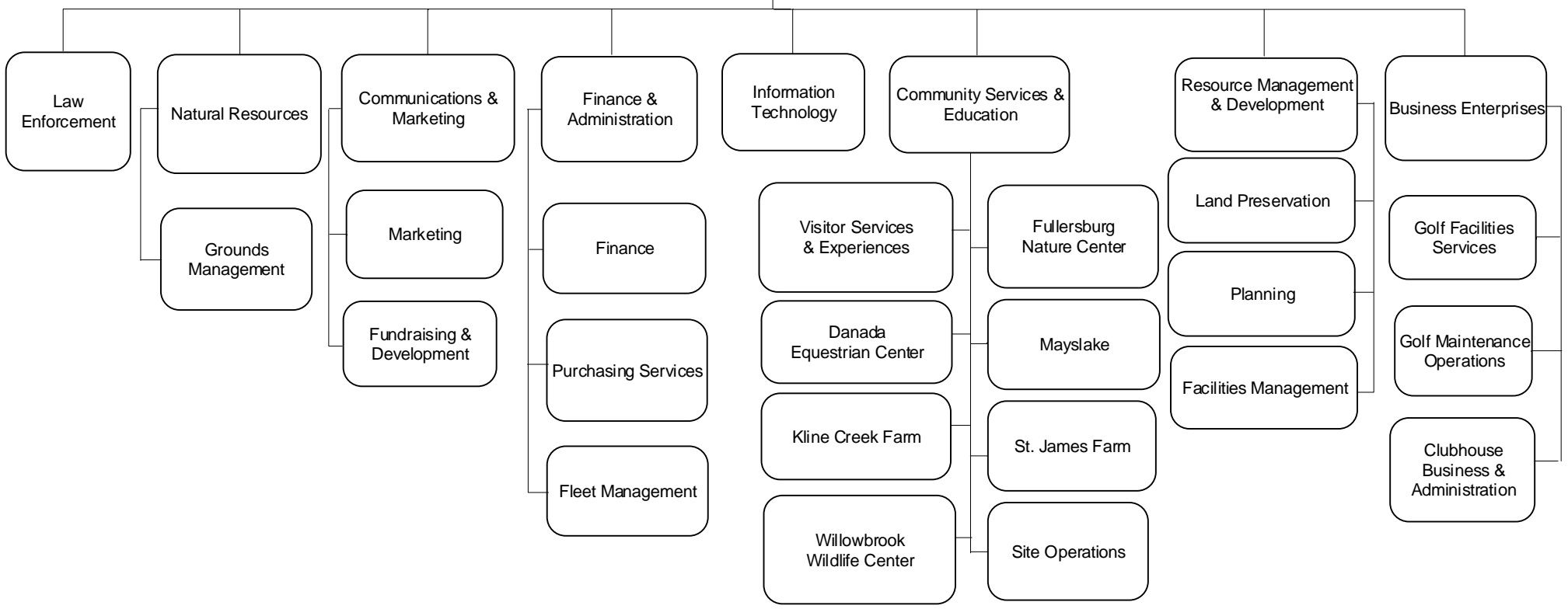
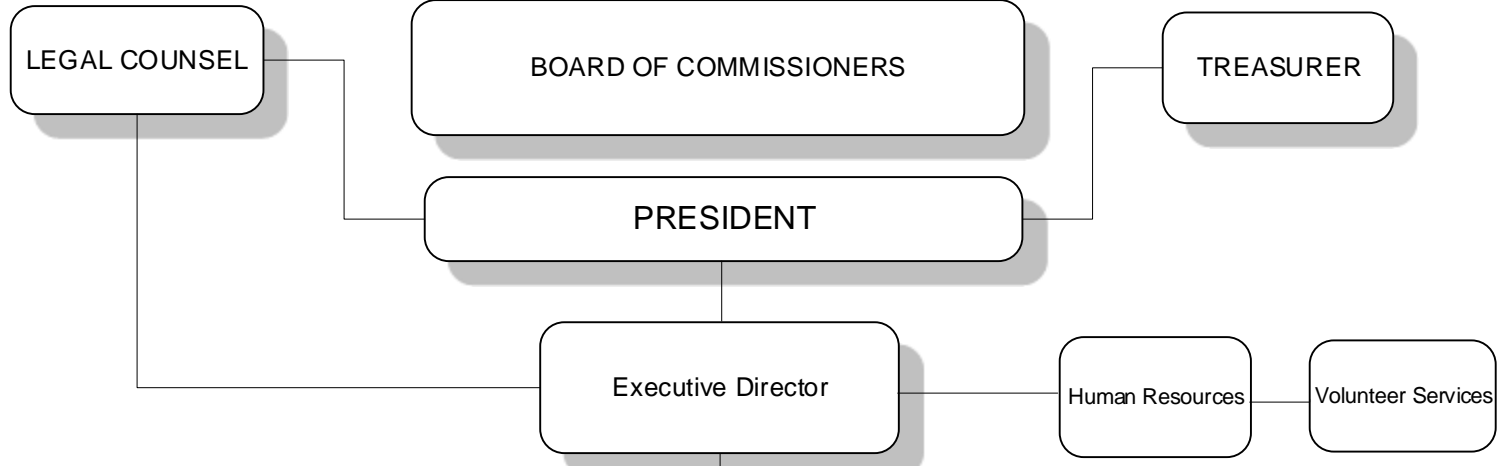
Policies	Reports
Preserve Statistics/History	Safety Records
Press Releases	Scripts
Procedures	Studies
Program Descriptions/ Schedules	Surveys
Project Files	Vehicle Maintenance Records
Proposals and Bids	Volunteer
Public Hearing Minutes	Opportunities/Statistics
Purchase Orders	Wildlife Rehabilitation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

March 26, 2018





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 35580 Naperville Road in Wheaton 8 a.m. – 4:30 p.m. Monday – Friday excluding holidays. Please keep a copy for your files.
- 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 office 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 35580 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 certified for an additional \$1 per document.
- I would like the copies mailed to the address above.
- I would like electronic copies.
There is no charge for files sent via email or ShareFile. If the files are too large to email and you do not wish to use ShareFile, the District will copy them on a disk for 78 cents per disk, which you must pay before receiving them.
If the files are too large to email: Use ShareFile Copy them to a CD or DVD

Signature _____ Date _____

For Office Use Only

Received By Signature _____ Date _____

FOI Officer _____ Date _____

Fees	Quantity	Per Unit	Total	Request #
Copies over 50	_____	\$0.15	_____	_____
CD or DVD	_____	\$0.78	_____	
Certification	_____	\$1.00	_____	
Other	_____		_____	
				Total Due _____