

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 2019 operating budget of the District is \$38,938,786.

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 283 full-time and 40 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
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	Daniel Hebreard
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 and the Greene Barn Ad Hoc Committee.

Ethics Commission

- Al Gorski
- Marium Khan
- Jay Mitchell
- Joseph Loss, Ethics Advisor

Greene Barn Ad Hoc Committee

- Rachel Jenness, Chair
- Jim Hill, Vice-Chair
- Troy Cooper
- Diane Sellinger
- Britney Toussaint

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

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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 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:

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| Accident Reports | Employment Dates |
| Accounts Payable | Equipment Maintenance |
| Administrative manuals | Expenditures |
| Agendas | Fixed Assets Records |
| Agreements | Grant files |
| Annual Appropriation Ord. | Incident Reports |
| Audit Reports | Insurance Claims & Policies |
| Bid Documents | Inventories |
| Brochures | Investment Records |
| Budget Book | Inventories |
| Contracts | Land Acquisition Records |
| Correspondence | Landfill Records |
| Conservationist Newsletter | Law Enforcement Records |
| Data Processing Records | Legislation Files |
| Easements | Licenses |
| Employee Handbook | Litigation Records |
| Employee Names & Salaries | Maps |
| Employee Titles | Meeting Dates Resolution |

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Meeting Notices	Program Descriptions/ Schedules
Minutes	Project Files
Nature Center Files	Proposals and Bids
Newsletters	Public Hearing Minutes
Off-Leash Dog Permits	Purchase Orders
Ordinances & Resolutions	Recordings
Payment Vouchers	Reports
Payroll Records	Safety Records
Permits	Scripts
Personnel Files	Studies
Photographs	Surveys
Plans & Specifications	Vehicle Maintenance Records
Policies	Volunteer
Preserve Statistics/History	Opportunities/Statistics
Press Releases	Wildlife Rehabilitation
Procedures	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)