



FREEDOM OF INFORMATION ACT POLICY
Ordinance # 204

WHEREAS, it is the policy of the Batavia Park District to make public records available for inspection by members of the Public; and

WHEREAS, it is necessary that safeguards be imposed on the record review process to protect the privacy of individuals and to prevent unreasonable disruption of the conduct of the business of the Batavia Park District,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Batavia Park District, Kane County, Illinois, as follows:

Section One: That inspection of public records of the Batavia Park District shall be subject to the following requirements, rules and regulations:

- A. Pursuant to the provisions of III. Rev. Statutes Chapter 116, Section 201 et. seq.
- B. Requirements regarding access to records: The following requirements are hereby established for the inspection of records required to be made available to public inspection:
 1. Any notice in writing may be submitted to the Executive Director, Office Manager, or Director of Finance and Administrative Services at least twenty-four (24) hours prior to planned inspection.
 2. The notice submitted must specify with reasonable particularity, which records are to be inspected.
 3. The records to be inspected shall be inspected at the Batavia Park District office, 327 W. Wilson Street, Batavia, IL 60510.
 4. At the discretion of the Executive Director or other custodian of the records sought to be inspected, such records may be inspected only in the presence of an appropriate employee of the Park District. Records shall be available for public inspection during regular office hours. For this purpose, regular office hours shall be between the hours of 8:00 a.m. and 5:00 p.m. Monday-Friday except holidays. Records may not be inspected on any one occasion for more that three hours.
- C. Limitations on Access: Consistent with applicable law, a request to inspect records may be denied as provided in Section 7 of "The Freedom of Information Act" and the District may extend the time for compliance to the request to inspect records in accordance with said Act.
- D. Copies: Records subject to public inspection may be reproduced, copied or photographed at the Park District's office by the person inspecting such records. However, the custodian of the records shall be entitled to approve the manner and method in which records are reproduced, copied or photographed to assure that the records are not thereby damaged or the operations of the Park District unreasonably

interfered with or disrupted. Except as otherwise required by law (such as microfilmed records), copies of records available for public inspection will be made and provided to persons requesting the same only in the discretion of the Board of Commissioners, Executive Director or other custodian of such records. No obligation is undertaken to make and provide copies or reports and records available for public inspection except when required by law. To the extent copies are provided, a charge up to \$.25 per page not exceeding legal size will be made, payable in advance, except as otherwise provided by law.

Section Two: Severability. The various provisions of this ordinance are to be considered as severable and if any Court of competent jurisdiction shall hold any part or portion of this ordinance invalid, such decision shall not affect the validity of the remaining provisions of this ordinance.

Section Three: Repeal of Prior Ordinances. All prior ordinances in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict of inconsistency.

Section Four: This ordinance shall be in full force and effect after its passage and approval.

AYES: Callahan, Barajas, McKenna, Leard, Luken

NAYS: None.

ABSENT: None.

Approved this 20th day of August, 2002

President, Batavia Park District
Board of Commissioners

ATTEST:

Secretary

First Reading 7-16-02

Second Reading 8-20-02

Approved 8-20-02