

MAINE-NILES ASSOCIATION OF SPECIAL RECREATION

6820 W. Dempster Street ~ Morton Grove, Illinois 60053 ~ (847) 966-5522

FREEDOM OF INFORMATION ACT REQUESTS

Requests for information under the Freedom of Information Act should be directed, in writing, to:

Suzanne M. Bear, FOIA Officer
6820 W. Dempster Street
Morton Grove, IL 60053

E-mail requests should be sent to: info@mnasr.org

Freedom of Information requests can be made via mail, e-mail fax or in person at M-NASR's offices during normal business hours.

In accordance with the Freedom of Information Act (FOIA), you will receive a response to your request within five (5) business days. If your request is denied, you may follow the appeals process outlined in the Illinois Freedom of Information Act.

You may choose to inspect or receive copies of the information requested. There is a fee of 15 cents per page for copies. There is no fee for the first 50 pages. There is no charge to view the information.



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6820 W. Dempster Street
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Phone: (847) 966-5522 ~ Fax: (847) 966-8340

REQUEST FOR PUBLIC RECORDS

Requestor's Name (Please print)

Date of Request

Address

I wish to: Inspect Only Receive Copy Both
(Circle One)

City State Zip

Is this request for a Commercial Purpose?
Yes No (Circle One)

Home Phone Number

Work Phone Number

Requester's Signature

Description of Requested Records:

Your request has been approved _____

_____ Page(s) @ \$.15 each (after 50)

Your request has been denied _____
(Please see attached letter of explanation)

Total Paid _____
There is no charge to inspect the records

Date of Response

Name

I have received and/or inspected the public records I requested.

Signature

Date