



Freedom of Information Act

In accordance with the Freedom of Information Act (FOIA) and in compliance with the Illinois Freedom of Information Act, 5ILCS 140/1 *et seq.*, any person can request access to Northern Suburban Special Recreation Association records. The FOIA requires the Association to allow the public to have access unless the information is exempt under the FOIA from mandatory disclosure.

Your request must be in writing. To receive a FOIA request form, please contact Craig Culp at 847-509-9400 or by email at cculp@nssra.org.

Completed Request Forms may be filed with the Association by mail, overnight courier service or in person. Request Forms submitted in person shall be handed to the Executive Director at the Administrative Office. Request Forms submitted by mail or other means shall be addressed to the Executive Director at the Administrative Office and shall be deemed received only upon actual receipt by the Executive Director on a Working Day, regardless of date of mailing.

The Association shall respond to any Request Form filed pursuant to Section II of the NSSRA FOIA guidelines within seven (7) Working Days after such Request Form is received by the Executive Director.