

Types of Public Records Maintained By Northern Suburban Special Recreation Association (NSSRA)*

The types of public records maintained by NSSRA and available for inspection include the following:

GENERAL

- Board meeting schedules*
- Board minutes and resolutions*
- Board policies and administrative procedures*
- Legal notices
- Employee names, titles, and dates of employment
- Records of agency ownership of real or personal property
- Contracts
- Contractors' records of their employees on public works of NSSRA

FINANCIAL

- Annual budgets*
- Tax levy documentation*
- Audit reports*
- Bills or invoices issued and received by agency
- Receipts for revenue

Note:

Exemptions under the Illinois Freedom of Information Act may allow non-disclosure of some parts of public records maintained by NSSRA.

* Asterisked items describe types of records which will be made available immediately upon request.

(FOIA Form 1)

Northern Suburban Special Recreation Association (NSSRA)
Notice Of Procedure For Requesting Records

Requests for public records must be in writing and may be submitted on FOIA Form 3, available at:

Northern Suburban Special Recreation Association (NSSRA)
3105 MacArthur Blvd.
Northbrook, IL 60062-1903

www.nssra.org

Requests for records should be directed to:

Craig Culp, Executive Director or Candice Sloss, Superintendent of Operations
Northern Suburban Special Recreation Association (NSSRA)
3105 MacArthur Blvd.
Northbrook, IL 60062-1903

(847) 509-9400

cculp@nssra.org or csloss@nssra.org

No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies requested. After the first 50 pages, the fee for black and white, letter or legal sized copies shall be 15¢ per page. Actual cost will be charged for other documents not of standard size and for the recording medium (e.g. compact disk, tape, DVD). NSSRA may waive or reduce fees if the person requesting the records states the specific purpose for the request and indicates that a waiver or reduction of fees is in the public interest.

(FOIA Form 2)

Northern Suburban Special Recreation Association (NSSRA)

Request To Inspect And/Or Copy Records

Date: _____

To: Craig Culp, Executive Director or Candice Sloss, Superintendent of Operations
Northern Suburban Special Recreation Association (NSSRA)
3105 MacArthur Blvd.
Northbrook, IL 60062-1903

(847) 509-9400

cculp@nssra.org or csloss@nssra.org

I hereby request to inspect copy* the following records:
(Please describe requested records as specifically as possible, attaching additional page if necessary.)

* There is no copying fee for the first 50 black and white standard-sized copies. The fee for additional copies is 15¢ per page. Actual cost will be charged for copies of documents not of standard size, and for the recording medium (e.g., compact disk, tape, DVD), when applicable.

Is this request for a commercial purpose? Yes No

Are you requesting a waiver or reduction of copying fees? Yes No

If yes, what is the purpose of this request? _____

DO NOT WRITE IN THIS SPACE

DATE RECEIVED BY NSSRA

Requester's (Printed) Name

Requester's Signature

[Address]

[Phone Number]

[E-mail Address]