

**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](http://www.nssra.org)

Requests for records should be directed to:

Craig Culp, Executive Director or Candice Cunningham, Superintendent of Operations Northern Suburban Special Recreation Association (NSSRA)  
3105 MacArthur Blvd. Northbrook, IL 60062-1903 (847) 509-9400

[cculp@nssra.org](mailto:cculp@nssra.org) or [ccunningham@nssra.org](mailto:ccunningham@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 Cunningham, Superintendent of Operations  
Northern Suburban Special Recreation Association (NSSRA)  
3105 MacArthur Blvd.  
Northbrook, IL 60062-1903

(847) 509-9400

[cculp@nssra.org](mailto:cculp@nssra.org) or [ccunningham@nssra.org](mailto:ccunningham@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?

\_\_\_\_\_

\_\_\_\_\_  
Requester's (Printed) Name

\_\_\_\_\_  
Requester's Signature

[Address] \_\_\_\_\_  
[Phone Number] \_\_\_\_\_  
[E-mail Address] \_\_\_\_\_

**DO NOT WRITE IN THIS SPACE**

\_\_\_\_\_  
**DATE RECEIVED BY NSSRA**  
**(FOIA Form 3)**