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10 Gateway Drive, Collinsville, Illinois 62234 • (618) 346-PLAY (7529) • (618) 346-7530 (fax)

The Illinois Freedom of Information Act (FOIA) is a state statute that provides the public the right to access government documents and records. The law provides that a person can ask a public body for a copy of its records on a specific subject and the public body must provide those records, unless there is an exemption in the statute that protects those records from disclosure.

Exemptions are described under 5 ILCS 140, Section 7 and Section 7.5. In Addition, some records may be subject to confidentiality provisions imposed by other state or federal laws; the FOIA process for disclosure of information does not supersede these other applicable statutory and judicial mandates.

The Freedom of Information Act is designed to allow a person to inspect or receive copies of records. It is not designed to require a public body to answer questions. For general questions regarding CARD, call (618) 346-PLAY (7529).

### **How To File a Freedom of Information Act Request With the Collinsville Area Recreation District**

The following are instructions on how to file a Freedom of Information Act (FOIA) request with the Collinsville Area Recreation District (CARD):

1. Please make your request for records in writing. CARD does not require the completion of a standard form for this purpose. You may submit your written request by mail, fax or e-mail. Please direct your request to:

FOIA Officer Doug Erhart  
Collinsville Area Recreation District  
10 Gateway Drive, Collinsville, IL 62234  
Fax: (618) 346-7530  
E-mail: [derhart@collinsvillerec.com](mailto:derhart@collinsvillerec.com)

2. Please be **as specific as possible** when describing the records you are seeking. Remember, the Freedom of Information Act is designed to allow you to inspect or receive copies of records. It is not designed to require a public body to answer questions of a CARD representative; you may contact CARD at (618) 346-7529, to be directed to the proper person.
3. Please tell us whether you would like copies of the requested records, or whether you wish to examine the records in person. You have the right to either option.
4. There is no fee for up to 50 pages of standard paper copies. For pages beyond 50, there is a per-page charge of .04671 cents.
5. You are permitted to ask for a waiver of copying fees. To do so, please include the following statement (or a similar statement) in your written FOIA request: "I request a waiver of all fees associated with this request." In addition, you must include a specific explanation as to why your request for information is in the public interest-not simply your personal interest-and merits a fee waiver.
6. Please include your name, preferred telephone number(s), mailing address, and, if you wish, your e-mail address.