



**Freedom of Information Requests** - Our office processes inquiries for information from the public in accordance with the **Illinois Freedom of Information Act** (FOIA) 5 ILCS 140.

1. Review the **NEDSRA policy** for FOIA requests. (Mark - use hyperlink for attached policy)
2. Complete a Freedom of Information **Request Form**. (Mark - use hyperlink for attached form)
3. Requests to inspect, copy or certify a record, and other communications related to a request under the Freedom of Information Act, must be directed to:

Freedom of Information Officer  
Northeast DuPage Special Recreation Association  
1770 W. Centennial Place  
Addison, IL 60101-1076  
Phone: 630-576-4040  
Facsimile: 630-620-4598  
Email: [jbarton@nedsra.org](mailto:jbarton@nedsra.org)

Records and information will be made available for inspection and copying unless the requested documents are exempt under the Freedom of Information Act 5 ILCS 140/7.

Each request will be complied with or denied within five (5) working days, not counting the day it is received. Request made for commercial purposes will be complied with or denied within 21 business days, not counting the day it is received.

- Requests submitted in person, must be given to the Freedom of Information Officer or filed at the NEDSRA Administrative Offices in Addison, Illinois.
- Email submissions will be deemed received only upon actual receipt by NEDSRA on a business day, regardless of the date of submission.
- Requests submitted by mail or other means must be addressed as stated above, and will be deemed received only upon actual receipt by NEDSRA on a business day, regardless of date of submission.

**Other available information regarding NEDSRA:**

**List of Records** that do not require a FOIA.

**Summary of Association's Purpose**

**Organizational Chart**

**Approximate number of Full and Part-Time employees**

**Total Operating Budget**

**NEDSRA's Address**

### **List of Records that do not require a FOIA request:**

1. Annual Budget
2. Annual Service Report
3. Articles of Agreement
4. Board Meeting Agendas
5. Board Meeting Minutes
6. Board Member List
7. Board of Trustees Manual
8. Certified Annual Financial Review
9. Financial Policies
10. Member Partner List
11. Mission Statement
12. Organizational Chart
13. Resolutions
14. Personnel Policies
15. Safety Manual

### **Summary of Associations Purpose**

Northeast DuPage Special Recreation Association (NEDSRA) is an extension of the park districts of Addison, Bensenville, Butterfield, Itasca, Lombard, Medinah, Oakbrook Terrace, Wood Dale and an extension of the villages of Glendale Heights, Schiller Park, and Villa Park. NEDSRA provides recreational services to individuals with disabilities and is a not-for-profit 501(c)(3) organization.

**Vision:** An agency of excellence, demonstrated by member partners working cooperatively with Board, staff and the community to enhance the quality of life for each individual.

**Mission:** To serve as an integral partner with our member park districts and village to positively impact individuals with disabilities through diverse recreation opportunities and community services.

**Core Values:** Service with Compassion, Excellence and Quality, Integrity, Commitment, and FUN!

### **NEDSRA's Address**

NEDSRA is located at 1770 W. Centennial Place, Addison, IL 60101.