

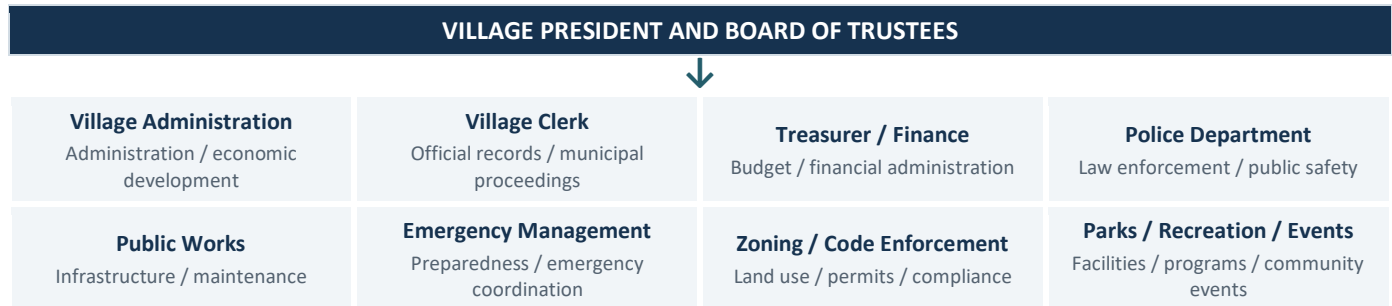
Freedom of Information Act

5 ILCS 140 SECTION 4 • PUBLIC BODY DISCLOSURE

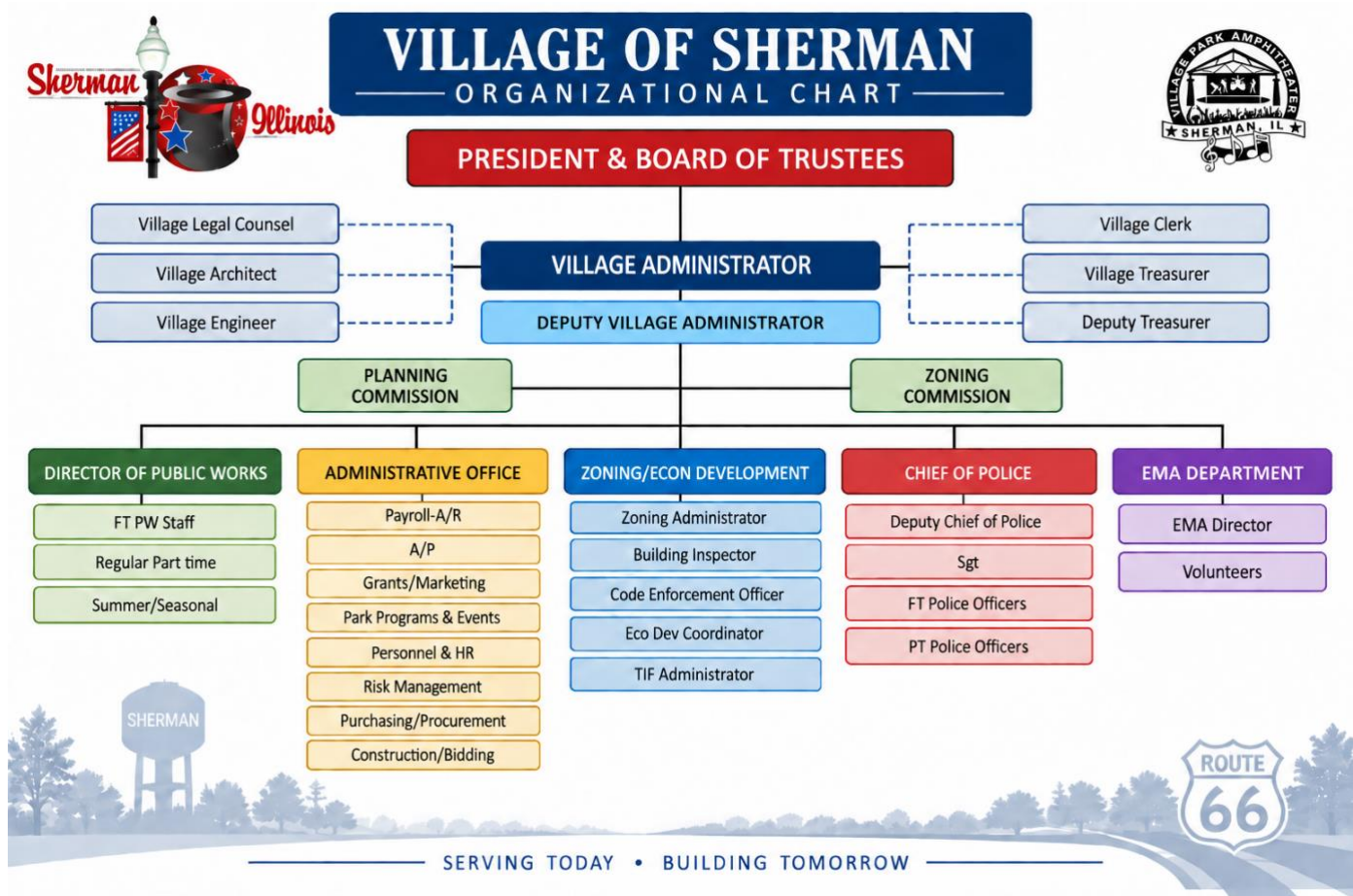
Last updated: September 17, 2026

1 Purpose and functional organization

The Village of Sherman is a municipal government in Sangamon County, Illinois. Its purpose is to provide municipal services, protect public health, safety and welfare, maintain public infrastructure, and administer Village ordinances and public resources. Village functions include police protection, public works, emergency management, zoning and code enforcement, economic development, parks and recreation, and municipal administration, finance and records.



1A Organizational Chart



2 Operating Budget and Employees

Fiscal year	FY 2027: May 1, 2026–April 30, 2027
Total operating budget	\$2,969,328.28
Approximate employees	10 full-time; 13 part-time, 15 seasonal employees
Employee count as of	May 1, 2026 – 38 total employees

3 Offices and locations

Office	Location
Village Administrative Offices M-F 8:30am to 5pm 217-496-2621 info@shermanil.org	401 St. John Drive, Sherman, IL 62684 Administration; Clerk/Treasurer; Village Hall, President's Office
Police / Emergency Management General Phone: 217-496-3256 24/7 Dispatch: 217-753-6666	2629 East Andrew Road, Sherman, IL 62684 Police and Emergency Management share this location.
Public Works Offices 217-496-2621	401 St. John Drive, Sherman, IL 62684

Village Board, Committees & Meeting Schedule

The Village of Sherman is governed by an elected Village President Trevor J. Clatfelter and six elected Village Trustees: Bret Hahn, Pam Gray, Brian Long, Kevin Schultz, Beth Fox, and Krista Sherrock.

Office	Official
Village President / Mayor	Trevor J. Clatfelter.
Village Administrator	Michael Stratton.
Village Clerk	Michael Stratton
Village Treasurer	Jeremy Stuenkel.
Deputy Treasurer	Tiffany Penley.

The Village Board's published regular meeting schedule is the first and third Tuesday of each month at 6:00 p.m., normally at Sherman Village Hall, 401 St. John Drive, Sherman, Illinois 62684. Residents are encouraged to attend. Always check the posted meeting notice and agenda for cancellations, changes in time, or an alternate meeting location.

Committees and Other Village Boards

Board or Committee	Published Membership	Meetings
Parks & Events Committee	Brian Long, Chair; Beth Fox; Pam Gray; Krista Sherrock, alternate.	Called by the Chair
Planning Committee	Terms expired . Chair, Vice Chair and 5 Open Committee Positions	Called as needed
Zoning Board of Appeals	Keith Bull, Chair; Jane VanHoos, Vice Chair; Abby Bybee; Kurtis Ratliff; Dave Rush; two positions listed as vacant.	Called as needed

Public Records Directory

<u>Record category</u>	<u>Examples to include in the inventory, where maintained</u>
Village Board, boards, commissions, and committees	Meeting schedules, agendas, board packets, minutes, attendance and voting records, public-hearing materials, meeting recordings, and closed-session records.
Ordinances, resolutions, and official actions	Village Code and amendments, adopted ordinances and resolutions, proclamations, appointments, oaths of office, official bonds, and published legal notices.
Administration and Village Clerk records	Administrative policies, procedures, organizational charts, departmental reports, official correspondence, municipal election filings, and other records of Village administration.
Budgets, accounting, and financial records	Proposed and adopted budgets, budget worksheets, amendments, appropriation and tax-levy ordinances, audits, Treasurer's reports, accounting ledgers, invoices, bills paid, receipts, check registers, bank and investment records, debt records, and financial statements.
Purchasing, bidding, and contracts	Requests for bids or proposals, quotations, bid submissions and tabulations, award records, purchase orders, contracts, change orders, professional-service agreements, intergovernmental agreements, franchise agreements, and contractor payment records.
Planning, zoning, and development	Zoning maps, comprehensive plans, zoning applications, rezoning and variance petitions, special-use requests, hearing notices, staff reports, findings and decisions, subdivision plats, annexation records, and development agreements.
Building and construction permits	Permit applications and issued permits, permit logs, fee records, inspection reports, certificates of occupancy, submitted plans, and related correspondence for buildings, fences, sheds, signs, demolition, and other regulated work.
Code enforcement and nuisance abatement	Complaints, inspection notes, photographs, notices of violation, citations, compliance correspondence, hearing records, orders, assessed fines, abatement records, and contractor cleanup charges.
Business and other licensing	Business, liquor, peddler/solicitor, raffle, and other license applications and approvals; renewal records; fee receipts; and licensing enforcement records.
Public Works, engineering, and infrastructure	Street, sidewalk, drainage, stormwater, and facility project files; engineering reports; plans and specifications; work orders; maintenance logs; vehicle and equipment records; inspection reports; and service requests.

<u>Record category</u>	<u>Examples to include in the inventory, where maintained</u>
Utility-related records	Records of utility services operated or administered by the Village, including service connections, billing, rates, repairs, sewer or grinder-pump maintenance, operating reports, and utility agreements.
Police and public safety	Incident, offense, arrest, and crash reports; citations; calls-for-service records; investigative files; evidence/property logs; policies; training records; statistical reports; and audio, video, body-camera, or in-car recordings.
Emergency management	Emergency plans, preparedness materials, training and exercise records, incident reports, warning-system records, disaster-assistance applications, and related expenditures.
Personnel, payroll, and employment	Employee rosters, job titles and descriptions, compensation schedules, employment agreements, collective bargaining agreements, payroll and time records, benefit records, applications, training records, personnel files, and grievance or disciplinary records.
Parks, recreation, facilities, and community events	Park and facility reservation records, rental agreements, program registrations, splash-pad pass and revenue records, concert and event receipts, sponsorships, donations, performer/vendor agreements, maintenance records, and incident reports.
Economic development and grants	Grant applications, awards, reimbursement requests, progress reports, incentive and redevelopment agreements, business-assistance records, and tax-increment financing records, where applicable.
Village property, insurance, and legal matters	Deeds, easements, leases, property acquisitions and disposals, asset inventories, insurance policies and claims, litigation files, settlement agreements, and attorney correspondence.
FOIA, records management, and electronic communications	FOIA requests and responses, denial records, request logs, retention schedules, disposal authorizations, archive indexes, official-business emails and text messages, website/social-media records, photographs, recordings, and electronic databases.

FOIA Officer Directory

Designated FOIA Officer	Michael Stratton, Village Administrator / FOIA Officer
Mail or personal delivery	Village of Sherman Administrative Offices Attn: FOIA Officer 401 St. John Drive, Sherman, IL 62684
Email / Telephone	info@shermanil.org Office phone: (217) 496-2621

How to submit a FOIA request

Submit a written request by email, U.S. mail, or personal delivery to the FOIA Officer. The Village's request form is optional. Describe the records as specifically as possible, including relevant dates, and state whether you seek inspection, copies, or both. Provide a way to deliver the response and identify any preferred electronic format. Please state whether the request is for a commercial purpose.

Email requests: Electronic requests must include the entire request in the body of the submission, not solely in an attachment or linked document. The Village is not required to open attachments or links to read a request. For an attachment-only or link-only request, the Village will notify the requester within five business days of the need to resubmit the complete request in the message body. 5 ILCS 140/3(c)

For ordinary requests, the Village responds within five business days after receipt. An additional five-business-day extension may be taken for statutory reasons. Other timelines may apply to special statutory categories or a written agreement with the requester.

Requests must be submitted by a "person" under 5 ILCS 140/3(j). If the Village has reasonable belief that a request was not submitted by a person the requester will be notified within 5 business days by the FOIA Officer to verify orally (only) that the requester is a person. The requester will be given 30 calendar days as to which to contact the public body. Failure to verify orally will be considered automatic denial by the end of the 30 day period.

Redactions. The Village of Sherman provides access to public records in accordance with the Illinois Freedom of Information Act (FOIA), 5 ILCS 140. Although public records are presumed open to inspection and copying, the law allows certain information to be withheld when a specific exemption applies. Examples include protected personal information, privileged attorney-client communications, qualifying confidential business information, certain law enforcement information, and records that state or federal law prohibits from being disclosed. These exemptions do not automatically make all personnel, police, financial, or legal records confidential; the applicable exemption must support withholding the particular information requested. When a record contains both exempt and nonexempt information, the Village will redact, or block out, the exempt portions and release the remaining information, unless the entire record is legally exempt. When access is denied in whole or in part, the Village will provide a written explanation identifying the legal basis and specific reasons for the denial, along with information about applicable rights to seek review by the Illinois Attorney General's Public Access Counselor or through the courts.

Exemptions. Under 5 ILCS 140/7 FOIA lists numerous categories of documents maintained by a public body that are exempt from disclosure. Such documents may include private information: social security numbers, driver's license numbers, medical records, and personal biometric data; Personal Privacy: Information that would cause a clearly unwarranted invasion of personal privacy; Law Enforcement: Records that could interfere with active investigations or judicial proceedings; Preliminary Drafts: Notes, recommendations, and opinions expressed in the formulation of policy.

Copying fees and statutory limits

Record / service	Fee for ordinary requests
Inspection of records	No inspection fee.
Black-and-white, letter/legal paper copies	First 50 pages: no charge. Each additional page: \$0.15 (15 cents).
Color copies or other paper sizes	No more than the actual reproduction cost.
Electronic records	Ordinarily no copying fee for records maintained electronically and supplied by email. If supplied on a recording medium, no more than the actual cost of that medium.

The schedule above describes ordinary requests. Different fees may apply only where expressly authorized by Section 6, including qualifying commercial or voluminous requests.

Questions about FOIA

For record requests through the Village contact the Village FOIA Officer.

Questions about access rights/denials may be directed to the Illinois Attorney General's Public Access Counselor: public.access@ilag.gov; (877) 299-3642; 500 S. 2nd Street, Springfield, IL 62701.