

# FREEDOM OF INFORMATION ACT (FOIA) GUIDE

## FILING A FREEDOM OF INFORMATION ACT (FOIA) REQUEST

FOIA requests must be submitted in writing. Although the use of a particular form is not required, a Request for Public Records Form is available on the Sterling Park District's website. The Park District may provide records in an electronic format and must do so if such a format is available and requested as such. Individuals who do not have access to computers or printers may request a printed copy of the records.

### FOIA Process

Upon receipt of the request, a FOIA Officer will note the date the request is received and calculate the appropriate response deadline before processing. All documents related to a request will be kept until it is complied with or denied.

Fees are not charged for the first 50 pages of standard black and white copies. After the first 50 pages, the fee for black and white copies is \$.15 per page unless the actual reproduction costs (for color and oversized copies, for example) are higher. A fee equal to the actual cost may be charged for such copies.

### Sterling Park District FOIA Officers

Larry Schuldt  
[lschuldt@sterlingparks.org](mailto:lschuldt@sterlingparks.org) | 815-622-6200

Jana Jacobs  
[jjacobs@sterlingparks.org](mailto:jjacobs@sterlingparks.org) | 815-622-6200

### Methods for Submitting a FOIA Request

- Mail or in-person delivery to the Sterling Park District's Administrative Office (address below)
- Email to one of the Park District's FOIA Officers
- Fax to 815-622-6210

### Specific and Categories of Organizational Records

- Agendas (2020-present)\*
- Minutes (2020-present)\*
- Budgets (2021-present)\*
- Audits (2020-present)\*
- Annual Treasurer's Report (2020-present)\*
- Monthly Expenditures (2020-present)\*
- Facility Fees and Charges\*
- Personnel Policy Manual\*
- Financial Controls Policy\*
- Wage and Benefits (2020-present)\*
- Park Use Ordinance\*
- Administrative and Operations Ordinance\*
- Resolutions
- Other Ordinances
- Other Policies
- Reports
- Agreements
- Contracts
- Invoices
- Bids

*\*These records are immediately available to view on the Park District's website ([www.sterlingparks.org](http://www.sterlingparks.org)).*

### Park Board of Commissioners

Marvin Reyes, President  
[mreyes@sterlingparks.org](mailto:mreyes@sterlingparks.org)

Jeff Hippen, Vice-President  
[jhippen@sterlingparks.org](mailto:jhippen@sterlingparks.org)

Dave Stutzke, Treasurer  
[dstutzke@sterlingparks.org](mailto:dstutzke@sterlingparks.org)

Kip Aitken, Commissioner  
[kaitken@sterlingparks.org](mailto:kaitken@sterlingparks.org)

Maggie Egert, Commissioner  
[megert@sterlingparks.org](mailto:megert@sterlingparks.org)

## STERLING PARK DISTRICT ADMINISTRATIVE OFFICE LOCATION

Frasor Center, 1913 Third Ave., P.O. Box 958, Sterling, IL 61081

## ABOUT THE STERLING PARK DISTRICT

Created in 1923, the Sterling Park District is an independent municipal agency serving the recreational needs of its residents. The District maintains and operates nearly 600 acres of property, five facilities including the Dillon Home Museum, Duis Center, Emerald Hill Golf Course, Frasor Administrative Office, and Westwood Fitness and Sports Center, as well as 14 park sites. In addition, the Park District provides hundreds of recreational programs, activities, and special events annually.

Currently the Park District has 18 full-time employees and approximately 225 part-time, with a current operating budget of \$8,639,300.

### Functional Divisions

