

INDEX OF CITY RECORDS

(5 ILCS 140/5) (from Ch. 116, par. 205)

Sec. 5. As to public records prepared or received after the effective date of this Act, each public body shall maintain and make available for inspection and copying a reasonably current list of all types or categories of records under its control. (Source: P.A. 83-1013.)

CLERK'S OFFICE

Annexation, Dedication, Vacation, Easement, Right-of-Way, Subdivision, Quit Claim Deeds & Land Acquisition Records	Census Records	Notary Public Records
	Certificates of Publication, Meeting Notices, & Legal Notices	Official's Oaths, Bonds, & Appointments
	Citizen & Resident Complaints	Ordinances & Resolutions
Administrative Files & Correspondence	Contracts, Agreements, & Leases	Petitions
Applications for Records Disposal	Election Records	Policies & Procedures / Rules & Regulations
Applications for Boards & Commissions	Farmer's Market License Records	Prevailing Wage Notices
Appointment Books & Calendars	FOIA Requests	Raffle License Records
Appraisals	Grant Records	Solicitor, Hawker, Itinerant Merchant, & Mobile Food Vendor Records
Bankruptcy Records	Legal Files	Statement of Economic Interest & Ethics Disclosure Records
Bid Records	Letters of Credit & Subdivision Bonds	Tape Recordings of Meetings
Board Agendas, Packets, Minutes	Liens	TIF District Records
Cable TV Franchise Applications & Agreements	Liquor License Records	Tobacco License Records
City Council Agendas, Packets, Minutes	Mechanical Amusement Device Records	
	Municipal Code Books	

COMMUNITY DEVELOPMENT / ENGINEERING

Annexation, Dedication, Vacation, Easement, Right-of-Way, Subdivision, Quit Claim Deeds & Land Acquisition Project Files	Construction & Project Files	Maps, Plats, Blueprints, & Surveys
	Contractor's Bonds & Certificates of Insurance	MFT Records
	Engineering Files	Ordinance Violation Records
Bid Records	Excavation Permits	Sign Permits
Building Permit Logs	Building Inspections	Survey Reports (Census, Boundary)
Building Permits, Plans, & Inspections	Flood Control Files	TIF District Records
Comprehensive Plans & Consultant Studies	Highway Permits	Variance Records
	J.U.L.I.E. Tickets	Zoning, Planning, Development, & Local Improvement Records

FINANCE

Accounts Payable & Receivable Records	Inventories	State of IL Comptroller's Annual Report
Appropriation Records	Investment Records	State of IL Dept. of Revenue
Assessed Valuation Records	Ledgers, Journals, & Registers (General, Payroll, AP, AR, etc.)	Supplemental Reports
Audits		Tax Exemption Records
Bill, Check, Invoice, Voucher, & Warrant Listings	MFT Records	TIF District Records
Bond Records	Municipal Tax Records	Tax Levy Records
Budgets	Paid Bills, Invoices, Vouchers, Warrants	Travel, Expense, & Mileage Records
Cancelled Checks, Bank Statements, & Deposit Slips	Payroll Records	Treasurer's Reports
Cash Receipts	Petty Cash Records	Unemployment Compensation Records
Check Stubs & Copies	Postage Records	Utility Bills, Receipts, & Stubs
Daily Cash Reports	Purchase Orders & Requisitions	Utility Corrections & Adjustments
Financial Statements	Receipts	Utility Delinquency Files & Notices
Insurance Policies, Claims, & Enrollment Records	Reimbursement Claims	Utility Fund Ledgers
	Revenue Sharing Records	Vendor Records
	SSA Records	
	State & Federal Tax Reports	

COMMUNITY RELATIONS

Brochures	City Newsletters	Press Releases
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HUMAN RESOURCES

Employment Applications	Insurance Policies, Claims, &	Time Sheets
EEOC Records	Enrollment Records	US Dept. of Immigration I-9 Forms
Garnishment Records	Personnel Records	Workers Compensation Records
Grievances	Position (Job) Descriptions	
I.M.R.F. Records	Salary Schedules & Surveys	

PARKS & RECREATION

Bid Records	Recreation Dept. Facility, Building, &	Recreation Dept. Program Files
Equipment Maintenance Records	Field Requests	Recreation Dept. Registrations &
Farmers Market Records		Waivers

POLICE

Accident, Injury, & Incident Reports	Eligibility Lists	
Accident Reconstruction Reports	Ordinance Violation Records	

PUBLIC WORKS

Bid Records	Utility Meter Installations, Conversions,	Water Level Charts
Building, Grounds, Street, & Utility	Service, & Testing Records	Water Pumpage Records
Maintenance Records	Utility Meter Readings	Utility Maintenance & Inspection
Equipment Maintenance Records	Water & Sewer Effluent Discharge	Reports
Hydrant Flushing Records, Flow Tests,	Monitoring Records	Water Sample Reports
& Inspections	Water Consumption Records	Work Orders and Service Requests
	Water Flow Charts	