



Index of Records

Building, Planning, and Zoning

- ADA Requirements
- Annual Building Reports
- Boards of Zoning, Planning, Uptown Design Review, and Historic Preservation
- Building Permits (Commercial, Residential, etc. for Electrical Heating, Plumbing, Inspections, etc.)
- Building Plans (Commercial, Residential, Municipal)
- CDBG
- Certificates of Insurance, Maintenance Bond for Contractor or Homeowner
- Code Violations
- Complaints
- Contractor Lists
- Enforcement
- Grants
- Land Use
- Manual of Practice
- Maps
- Monthly Building Reports
- Municipal Code
- Permit Fees
- Zoning Maps

City Clerk

- Agendas
- Annexations
- Annual Reports
- Audio Recordings of Meetings (Council)
- Bankruptcy Notices
- Bids, RFP, RFQ
- Blueprints, Maps, Plats (Municipal Property, Projects, Subdivisions, Preliminary Plans, Final Plats, PUD, etc.)
- Board and Commission Listing
- Budget
- Business Registrations
- Certificates of Insurance, Bond for Public Improvement
- Comprehensive Plans and Amendments
- Contracts and Agreements
- Council Packets
- Easements, Vacations, Right-of-Way, Deeds
- Election Records (Nominations Petitions, Statements of Candidacy, etc.,)
- Foreclosure Notices
- Freedom of Information Act
- Historical Records
- Illinois Department of Revenue Tax Location Verifications
- International Code Books
- Liens
- Liquor Licensing
- Local Records Disposal
- Minutes
- Miscellaneous Licensing
- Municipal Code Revisions

Municipal Code Revisions
Notices of Hearings, Lettings, Meetings, and Certificate of Publications
Official Oaths
OMA Certificates of Completion
Ordinances
Petitions to City Council
Planning Commission Files
Proclamations
Resolutions
Statement of Economic Interest, List of Persons Required to File
Vehicle Files (Titles, Licensing, etc.)
Zoning Board Files

Engineering and Public Works

Air Test Acceptance
Blueprints and Maps (Public Works Projects, Engineering, etc.)
Bridge Records
Certificates of Insurance, Maintenance Bond for Contractor or Homeowner
Concrete Tests
Curb Cut Applications
Design Files
Engineering Files
Engineering Project Files (Blueprints, correspondence, Agreements, Notes, Specifications)
Equipment Files
Excavation Permits
Fleet Maintenance Records
Flood Zone Determinations
Fuel Usage
Grants
Monthly Reports
Motor Fuel Tax Records (MFT)
Permits to Construct a Private Sewage Disposal System
Plan Files
Project Flood Plain Files, Maps
Sanitary Sewer Map
Sidewalk Participation
Storm Sewer Maps
Subdivision Project Files
Traffic Control Device Information
Utility Maps
Weekly Reports
Work Orders

Facilities and Energy Management

Equipment and Inventory
Material Data Safety Sheets
Operating Procedures
Municipal Building Plans

Finance

Account Balance Reporting
Accounts Receivable Invoices
Audit Reports
Bank Statements and Deposit Slips
Budget Adjustment Records
Budget and Trend Analysis
Cancelled Bonds and Coupons
Cancelled checks (digital)

Cash Receipts
Comprehensive Annual Financial Reports
Daily Reports
Expense / Accounts Payable Report
Illinois Municipal Retirement Fund Records (IMRF)
Inventory Listing - Vehicle Reserve Fund
Investments
Loan Records
Official Bond Records
Paid Bills and Invoices (Accounts Payable)
Payroll Reports
State and Federal Tax Statements and Reports
Town Owned Property Listing

Fire

Building Construction Plans (Fire Dept. Copies)
Fire Company Reports, Incident Reports, Rescue Service Reports
Fire Inspection Records
Occupancy Certifications
Fire Investigation Records and Reports
Firefighter Training Records
Equipment Files (Maintenance, Inspection, and Inventory)
Run Sheets (Fire and Ambulance Assists)
Monthly Reports
Union Contracts (Copies)
Above Ground Tank Permits

Human Resources

Benefit Files
Collective Bargaining Agreements
Complaint Files (Human Relations Commission)
Employee Injury Reports
Employment / Hiring Procedures
Employment Applications (Solicited and Unsolicited)
Equal Employment Opportunity Commission Report
Firefighter and Police Applicant Files (Failed, Qualified, or Never Hired)
Illinois Municipal Retirement Fund (IMRF)
Insurance Claims (Paid Bills, Claims, Explanation of Benefits, Health, etc.)
Job Descriptions / Classifications
Leave Requests (FMLA)
Official Personnel Files
Performance Evaluations
Personnel Policies and Procedures
Safety and Wellness Program Materials
Salary Schedule
Service Award Dates
Training Sign In Sheets (Police and Fire)
U.S. Immigration and Naturalization Service Form (I-9) Employment Eligibility Verification Forms
Unemployment Compensations Claims
Work Comp Claims

Innovation & Technology

Data Back Up and System Back Up Files (Monthly, End of FY)
Digital Copies of Town Communication
Digital GIS (Geographic Information Systems) data
Digital Video from Surveillance Cameras
Equipment Inventory (Hardware & Software)
Work Orders

Legal

- Appraisals
- Assessment Complaints
- Bankruptcy and Foreclosure Notices
- Case Files
- Certificate of Status of Exempt Property
- Labor Files (Lawsuits)
- Policies and Procedures

Parks and Recreation

- Accident Reports
- Cash Receipts
- Equipment and Inventory
- Financial Ledgers
- Golf Course Registration
- Grants
- Park Property Maps, Plats, Blueprints
- Program Brochures
- Program Materials
- Program Sign In/Out Sheets
- Swimming Pool Water Quality Reports
- Time Sheets
- Water Rescue Reports

Police

- Alcohol and Tobacco Audits
- Alphabetical Index
- Animal Bite Reports and Hearings
- Arrest Records, Booking Sheets
- Body-Cam Video
- Case Reports
- Citizen Complaints
- Daily Reports
- Equipment
- Evidence Records
- False Alarm Billing Records
- Fingerprints
- General Liability Waivers (Ride A longs, etc.)
- In-Car Video
- Internal Department Investigations
- Juvenile Records
- L.E.A.D.S. Records
- Mass Gathering Permit Application Records
- Monthly Detail Reports from Circuit Clerk
- Monthly Traffic Reports
- Mug Shots
- Non-Criminal Reports
- Ordinance Violation Complaints / Tickets
- Parking Tickets and Reports
- Policy Manual
- Public Address System Permits
- Sex Offender Listing
- Solicitor Permits
- Subpoenas, Summons, Court Orders, Seizures
- Tow Reports
- Traffic Accident Reports
- Traffic Tickets

Warning Tickets

Water

Maps, Blueprints, Plats (Water Projects)
Pump and Filtration Operation Records
Water Account Balance and Activity
Water Adjustments and Reverse Payment Records
Reports
Water Maintenance Improvement Project Files
Shut Off Notices / Reports
Work Orders
Water Tap Permits
Utility Stubs
Chemical List / Inventory
Treatment Plant Reports
Sample Reports
Equipment and Inventory Files
Policies and Procedures
Operation Logs

Administrative

Commercial and Liability Insurance Policy - Insurance Claim Information
Personnel and Procedural Directives, Policies
Administrative Files (Agency Wide)
Government Census Surveys

Exempt from Release per Freedom of Information Act

Employee Grievance Background Material
Collective Bargaining Materials (excluding Final Contract)
Employee Home Addresses
Employee Medical Information
Competitive Bids (when Final Decision Has Not Been Made)
Test Questions
Unreleased Closed Session Minutes
Preliminary Drafts and Opinions
Criminal History Information of Applicants
Certain Portions of Police, Fire, Rescue Reports
Certain Portions of Police, Fire, or Other Employee Recruitment