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**RECORDS OF PUBLIC FUNDS** — Records relating to the obligation, receipt and use of public funds:

- Bills
- Cancelled checks
- Sewer & Water Stubs
- Receipts for collected fees
- Check copies
- Daily receipt reports
- City Office Receipt reports
- Treasurer's Report
- Finance reports
- Bank statements
- Audit Report
- Annual City Budget
- Annual Appropriation
- Annual Tax Levy
- Receipts for fines

**PREVAILING WAGE PAYROLL RECORDS** - Certified payroll records that are submitted to the municipality under the Prevailing Wage Act are public records, but employees' private information may be redacted.

**ARREST INFORMATION** - Arrest information is a public record and must be disclosed no later than 72 hours after an arrest is made. Certain information may be redacted if it would interfere with a law enforcement proceeding, endanger safety, or be in conflict with state or federal law.

**CRIMINAL HISTORY INFORMATION** - Court records, criminal history records available under state or local law, and records in which the requester is the individual identified in the record are public records. This does not, however, include juvenile arrest records.

**SETTLEMENT AGREEMENTS:** All settlement agreements entered into or on behalf of any public body are public records.

#### **ADDRESS FILES**

#### **BUILDING PERMIT RECORDS**

- Applications
- Inspection Reports
- Fee Schedule
- Receipts
- Inspection Guidelines

**AGENDAS & MINUTES OF THE CITY COUNCIL**

**ALL BOARDS/COMMISSION/COMMITTEE MEETING  
MINUTES**

**ORDINANCES**

**RESOLUTIONS**

**PROCLAMATIONS**

**BID SPECIFICATIONS**

**ZONING ORDINANCE**

**SUBDIVISIONS ORDINANCE**

**MUNICIPAL CODE (BOOK FORM)**

**INSURANCE RECORDS**

Blue Cross, Blue Shield of IL

City Insurance Policies

**PUBLISHER'S CERTIFICATES**

**CITY MAPS**

Zoning Map

Subdi

vision

Maps

Flood

Plain

Map

Sewer &

Water

Maps

Plat

Maps

**BONDS**

**LEGAL NOTICES**

**SEWER & WATER**

Utility Billing Register

Meter Route & Exception Reports  
Information Pertaining to New Sewer or Water Mains  
Or Extensions of Existing Mains

**MOTOR FUEL TAX RECORDS**

**SPECIAL ASSESSMENTS**

**LIENS FILED BY CITY**

**SUBDIVISIONS REGULATIONS & DESIGN &  
CONSTRUCTION POLICY FOR  
IMPROVEMENTS**

**RULES & REGULATIONS OF BOARD OF FIRE &  
POLICE COMMISSIONERS**

**A.D.A. GUIDELINES**

**E911 EMERGENCY TELEPHONE SYSTEM BOARD  
MINUTES**

**LIQUOR & TOBACCO LICENSES**

Regulations  
Application  
License  
Certificates

**BUSINESS LICENSES**

Regulations  
Applications  
License Certificates

**SOLICITORS REGISTRATION/PERMITS**

Applications  
Certificates

**EMPLOYEE HANDBOOK**

**POLICE DEPARTMENT RECORDS**

**FIRE DEPARTMENT RECORDS**

**PUBLIC WORKS DEPARTMENT RECORDS**

**PERSONNEL RECORDS - restricted**

**PERSONNEL AUTHORIZATION RESOLUTION**

**CORRESPONDENCE RECEIVED BY MUNICIPALITY**

**CORRESPONDENCE GENERATED BY MUNICIPALITY**

**INTERDEPARTMENTAL MEMORANDUMS**

**REAL ESTATE FILES**

**CONTRACTS**

Services

Purchases

Leases

**PENSION FUNDS**

**WORKER'S COMPENSATION RECORDS**

**TRAINING RECORDS**

**PUBLIC OFFICIAL BONDS & OATHS**

**CITY VEHICLE RECORDS**

**ELECTION RECORDS**

**LAKE MOUND CEMETERY RECORDS**

**POLICY & PROCEDURES MANUAL**

**CODE RED NOTIFICATION SYSTEM**

**LETTERS OF CREDIT**

**ANNEXATIONS**

**VEHICLE STICKER RECORDS**

**EMAILS**