

TYPES AND CATEGORIES OF RECORDS UNDER THE CONTROL OF
THE CITY OF LAKE FOREST PURSUANT TO 5 ILCS 140/5
LISTED ALPHABETICALLY BY DEPARTMENT AND/OR DIVISION

INDEX OF RECORDS

FINANCE DEPARTMENT

Agreements and Contracts
Accounts Receivable
Agreements & Contracts with Various Agencies
Annual Budget Work papers
Annual Financial Report
Audit Reports & Work papers
Bank Reconciliations
Bond & Note Records
Cancelled Checks
Cash Receipts (by date)
Check Registers
Chart of Accounts
County Gasoline Tax Returns
Correspondence (Alphabetically)
Deferred Compensation
Employee Benefits
Employee Earnings and Withholdings
Employee Insurance Plan
Employee Personnel Files
Federal & State Grant Records
FICA Reports
General Administration Files
General Ledger
Income and Expense Statements
Insurance Claims & Policies
Investment Schedules
Journal Entries
Medical & Dental Programs
Miscellaneous Administrative Files
Monthly Financial Statements
Monthly Trial Balances
Paid Warrant Register (by Vendor)
Parking - System Information

Parking-Outstanding Parking Violations
Parking- Lease & Permit Records
Payroll Classification Plan
Payroll Distribution Files Pensions (Employee) - IMRF Purchasing-Bid and Contract Files Purchase
Order Copies
Purchase Order Requisitions (by Vendor)
Sick Leave and Vacation Accumulation
State Motor Fuel Tax Returns
State Utility Tax Returns
Subdivision Documents
Tax Levy Ordinances
Unpaid Invoices (Alphabetical)
Utility Adjustments
Utility Billing Records
Utility Connect and Disconnect Orders
Utility Consumer Deposits
Utility Rate Schedules
Vehicle Expense Distribution
Vendor Master List
Warrant Lists (Numeric)

CITY MANAGER/CLERK/HR

Active/Inactive Discrimination Files
Agreements & Contracts
Annexations
Birth Certificates (10 years)
Budget Files
Business Licenses
CATV Files
Citizen complaint Files

City Code and Revisions
 City Court Dockets/Files
 Comprehensive Plan
 Correspondence Files
 Council Executive Session Audio Tapes
 Council Meeting Agendas
 Council Meeting Minutes
 Death Certificates (10 years)
 Disciplinary Rules & Procedures
 Drug & Alcohol Compliance Testing Files
 Economic Disclosure Statements
 Election Files
 EEOC/Affirmative Action Coordination
 EE0-4 Reports Employment
 Applications Employee
 Assistance Program
 Employee Personnel Files, Active &
 Retirees
 Employment/Hiring Procedures
 Employee Medical Files
 Human Resources Forms
 IMRF Files
 Job Descriptions and Classifications
 Job Descriptions
 FOIA Requests & Denials
 Legal Actions/Litigation
 Liquor Licenses & Applications
 Lists of Boards & Commissions
 Local Liquor Control
 Commission
 Metra Files
 Oaths of Office
 Ordinances & Resolutions
 Performance Appraisals
 Permits
 Personnel Appeals Board File
 Personal & Confidential Personnel
 Information
 Personnel Rules & Regulations
 Police & Fire Eligibility Lists
 Police & Fire Commissioners Association
 Police & Fire Commission Files, Rules &
 Regulations, Minutes
 Police & Fire Personnel Records
 Police & Fire Pension Files
 Police & Fire Test Files
 Proclamations
 Raffle Licenses

Real Estate Transfer Stamps
 Record of Discrimination Charges
 Recruitment Applications & Records
 Research/Legal Opinions
 Salary Administration
 Salary Surveys
 Special Reports & Studies
 Topic Files
 Unemployment compensation
 Union Contracts and Negotiations Files
 City Seal
 City Code Books
 City Council Membership
 List Minutes and
 Agendas
 City History Files & Books
 Wage Assignments
 Lake Forest Fire Pension
 Board Membership
 List Minutes &
 Agendas
 Lake Forest Police Pension Board
 Membership
 List
 Minutes & Agendas
 Lake Forest Board of Fire &
 Police Commissioners
 Membership
 List
 Minutes &
 Agendas Lake Forest
 Report Files Workers
 Compensation Files

COMMUNITY DEVELOPMENT

Business Community Development
 Commission
 Membership List
 Minutes & Agendas *
 Building Review Committee
 Membership List
 Minutes & Agendas *

Community Development cont'd

Design Review Board
Case Files
Membership List
Minutes & Agendas *

Landmark Preservation Commission
Landmark Designations
Minutes and Agendas *
Membership List
Misc. Information on Historic

Preservation

Planning Commission Cases
Case Files
Membership List
Minutes and Agendas *

Zoning Board of Appeals Cases
Case Files
Membership List
Minutes & Agendas *

Restaurant Inspections

Licenses and Permits:
Electrical - Building
House Moving
Mechanical
Plumbing
Signs
Demolition

Budgets*

Annexation Files
Floodplain Development Permits
Maps of the City and Surrounding Area
Permanent Parcel Number Files
Site Plans
Zoning Certificates
Library: Periodicals; Census Information;
Miscellaneous Reports, Projects & Studies

FIRE DEPARTMENT

FOIA Contracts
Subpoenas
Correspondence
Maps of Hospitals (emergency
Preparedness)

Occupational Illness/Injury
Red Center
Resolutions
Scholarship Trust
Training Materials
Budget
Accidents with City Equipment
Medical Billing Arson
Investigation
Bloodborne Pathogens
Burn Permits
Children's Fair
Fire & Ambulance Reports
Personnel Files
Construction
False Alarms
Knox Box File
NIPSTA
BFPC
Pager Log
SOP's and Directives
Purchase Orders
CPR & Underwater Rescue
Public Education
Hydrant/Hose Records
HASMAT
Small Tools
Incident Reports
Fire Prevention Inspection
Fire Investigation
Daily Logs
Payroll
Pension Files

POLICE DEPARTMENT

Administrative Correspondence Files
Animal License Records *
Arrest Case Reports/Case Files *
Arrest Log *
Bicycle License Records
Bond Transmittals

Police Department Cont'd

Case Photos/Negatives
Daily Police Blotters/Bulletins
Expungement Orders
General Report Forms
Housewatch Vacation Returns
Investigation Case Files
Juvenile Case Reports
Leads Records
Lost & Found Animal Log
Overnight Parking Permission
Parking Tickets
Receipts/Receipt Books
Ticket Book Sign Out Log Sheets
Time Records (sick, vacation, overtime,
holiday, special)
Traffic Tickets
Warrant Files

Sidewalk Programs
Recycling
Compost
SWANCC
Personnel
Safety/OSHA
Traffic Surveys & Counts
IDOT
State Routes
State Maintenance
Traffic Signals
Safety- School Crossings
Speed Humps
Speed Limits
Traffic Accidents
NWMC
MFT
Parking
Beautification Projects
Forestry

PUBLIC WORKS DEPARTMENT

Forestry Commission Case
Files Membership List
Minutes and Agendas
Bridges
Storm Sewers
Sanitary Sewers
MWRD
Floodplain
Landfill
Vehicles
Consultants
Municipal Buildings
Budget
Nextel
Comcast
AT&T
SBC
Signs
Street Programs
Railroad

WATER DEPARTMENT

Plant/Building
Equipment/Materials/Chemicals
Operations/Records & Reports
Service/Distribution
Associations
Problems
Publications
References
Legal
Environmental Control
Permits Publicity
Budget/Finances
Other Utilities
CECO
Personnel
Emergency Plan
City Information
Supplies