

CLERK AND ADMINISTRATION

Records Disposal Certificates
Administrative Correspondence Files
Agendas (all areas)
Appointment To Boards (computer)
Articles of Incorporation
Bid Records
Code Books (Life Safety, Electrical, Fire Prevention, Building, etc.)
Collective Bargaining Records
Comprehensive Plan for the Village of Lombard
Construction Files
Contracts, Leases and Agreements (also on computer)
Federal Census Records
Freedom of Information Act Requests and Denials
Goals & Objectives/Mission Plan
Indexes (computer) - These indexes are for Bids, Board of Trustees, Contracts, Agreements, Committee of the Whole, etc.
Industrial Development Bond (Agreement and Final Documentation)
Industrial Revenue Bonds
List of Village Officials (Computer Since 1989)
Microfilm Transfer Sheets to Illinois State Archives
Minutes and Agendas (also on Computer)
Monthly/Year-To-Date Reports
Motor Fuel Tax Records
Officials Oath & Appointment of Office
Official Zoning Maps
Ordinances and Resolutions (also on Computer)
Performance/Surety Bonds
Petitions
Photographs/Slides of the Village
Policy & Procedure/Rules & Regulations Manuals
Property Records for Village Owned Property
Special Assessment Hearing Transcripts
Statement of Economic Interest Receipts
Studies & Reports by Consultants for the Village
Certified Payroll Records (also Electronic)
Mortgage Court Closures (from County Clerk and Homeowners)
Subpoenas
Village Studies and Surveys

COMMUNITY DEVELOPMENT

Administrative Correspondence Files
Planning Commission Minutes, Public Hearings, & Packets
Plats (Subdivisions, Easements, CD Annexations, Vacations, etc.)
Village Maps

Zoning Board of Appeals Case Files & Minutes
Code Enforcement Files
Planning Commission Case Files

FINANCE

Administrative Correspondence Files
Audits
Burglar Alarm License Applications
Business License Applications (also Computerized)
Cancelled Bonds & Coupons
Cancelled Checks, Bank Statements & Deposit Slips
Commuter Parking Lot Applications
Contractor's Licenses (Plumbing & Electrical)
Fixed Asset Records (also computerized)
Grant Records
Handicapped Placard Applications
Inventories of Equipment & Supplies
Investment Records
Invoices, Vouchers & Paid Bills
Ledgers & Journals
Paid Water Bill Stubs
Peddlers/Solicitor's Applications
Penalties (for overdue bills)
Purchase Orders & Requisitions (computerized)
Receipts & Related Daily Reports
S.P.O.T./Simply Pay on Time Applications
Special Assessment Records (computerized)
Tax Levys & Final Distribution Statements
Taxi Subsidy Applications, Program Logs,
Vehicle Sticker Applications
Village Vehicle Titles
Water Billing Adjustments
Water Meter Reading Records (electronic)
Workers Compensation, General Liability, IRMA Records
Water Turn On , Shut-off and Final Meter (also electronic)
Amusement Tax Returns (and Check Receipt)
Liens (Includes Releases)
Places for Eating Tax Returns (and Receipts)
Registrations for Places for Eating Tax

HUMAN RESOURCES

Administrative Correspondence Files
Application For Employment
Certificates of Publication, Newspaper Clippings, Personnel Requisitions

Consultants Studies & Reports
Employee Card File
Employer Medical & Drug Testing Records
Enrollment Forms (Medical & Dental)
Equal Employment Opportunity Reports, Surveys, etc.
F.M.L.A. Records
IMRF Records
I-9's - US Immigration & Naturalization Service Forms
Job Descriptions (computerized)
Payroll Ledgers & Reports (Check Registers, Deferred Compensation, Insurance Claims)
Personnel Files
Pre-Employment Testing Records
Policy & Procedure Manual
State & Federal Tax Statements & Reports (W-2's, W-3's, W-4's, IL-941's & 1099's, etc.)
Time Sheets, Requests for Sick, Vacation, Overtime, etc.
Work & Salary Histories

LEGAL DEPARTMENT

Administrative Correspondence Files
Applications for Liquor Licenses
Bankruptcy Files
Legal Case Files
Taxi Log Sheets (Ridership)

LEGAL – MAYOR

Administrative Correspondence Files
Liquor Commission Files
Liquor Control Review Board Minutes

PUBLIC WORKS

Administrative Correspondence Files
Aerial Photographs (Electronic)
Applications for Utility Permits
Bid Records
Block Party Permits
Catch Basin & Hydrant Locations
Chemical Feeding and Monthly Operational Reports
Chemical Reports (Microbiological, Bacterial, etc.)
Filing Lists of Engineering Projects (Internal Tracking)
Hydrant Flow & Mineral Analysis Tests
Individual Station Pumpage Books

Julie Dig Location Records (computer also)
Lake Michigan Allocation Study
Landscape Lists
Leave & Overtime Records (copies)
Payroll Overtime and Leave Slips
Lift Station Daily Work Reports
Log Books (For Capital Improvements & Sub-Divisions)
Manhole Inspections
Minutes (Public Works, Safety, Board of Local Improvements, etc.)
Operator Journal Log Books (Daily)
Operators Preventative Maintenance Checks (also computer)
Project Files (all types)
Public Works Projects Card Catalog (also computer)
Purchase Orders and Requisitions (copies)
Service Requests and Complaints
Sewer Back-up Reports (computer also)
Sewer Television Inspection Records (video)
Sewage Treatment Plant Reports
Snow, Ice Storm, Rain & Waterfall Reports
Street Light Inventory
Subdivision Files
Tree Inventories
Tree Planting Records
Traffic Sign Inventory
Utility Company Right of Way Permits
Vehicle/Equipment Maintenance Files
Village Plat Books (also computer)
Volunteer Program Waivers
Water Main Break/Water Value Failure Reports - AKA All Dig Reports
Water Meter Installation & Repair Records (computer)
Water Use Studies (IDOT)
Water Valve Failure Reports
Water & Sewer Main Locations (computer)
Well Reservoir Files
Residential and Business Graffiti Removal Waivers

FIRE DEPARTMENT

Administrative Correspondence Files
Ambulance Reports & MJCUs
Arson and Fire Investigation Files
Bid Records (copies)
Budgets and/or Budget Worksheets
Building Permit Files
Building Permits and Inspection Cards (electronic since 1998)

Certificates of Insurance (all Tradesmen)
Certificates of Occupancy
Daily Shift and Activity Schedules
Elevator and Escalator Inspection Files
Equipment Maintenance Files (for small tools, masks, SCBA's, etc.)
F.C.C. Radio License
Financial Records (copies)
Fire, Casualty & Arson Reports (electronic 10-99 ON)
Fire Incident Index (electronic since 1999)
Fire Inspection Files (for sprinklers, alarms, etc.)
Fire Pension Fund Records (duplicates)
Freedom of Information Act Requests and Denials
Grant Records
Inventories of Equipment and Supplies
ISO Rating Records
Lists of Contractors
Material Safety Data Sheets
Monthly/Year-To-Date Reports (Statistical, Financial, etc.)
Personnel Files
Photographs of Fires and Auto Accidents
Property Damage and Equipment Failure Reports
Purchase Orders and Requisitions (copies)
Rules, Regulations and JOP's
Stations (Daily Log Books)
Training Records
Volunteer Fire Department Minutes

LOMBARD POLICE DEPARTMENT

Available Records under the Illinois Freedom of Information Act

Activity Reports
Administrative Orders
Alarm Applications.
Annual Report
Arrest Reports
Budget
Citizen complaints, final response
Departmental Orders
Departmental Forms
Disciplinary actions, final entry-only sustained, by contract
Eligibility List
Freedom of Information Act records
Grievance response, final entry
Incident Reports
Local records disposal certificates
Labor management committee
Maps, crime and traffic
Memoranda; final administrative or supervisory memoranda concerning policy, recommendations or decisions regarding the planning of crime prevention programs, traffic programs, and training programs.
Monthly activity reports
Mutual aid agreements
Policy manual
Press releases
Property control records, evidence.
Purchase and / or sale of police items (final documents)
Ride Along information.
Rules and regulations
School Crossing Guard records
Service contracts – final
Sex Offender Registration
Staff inspection reports
Staff studies, final version.
Traffic Crash Reports (see: 625 ILCS 5/11-416 fees).
Traffic / Local Ordinance citations

Training

UCR

Warning notices of violations.

Warrant files.