

FREEDOM OF INFORMATION INDEX OF PUBLIC RECORDS			
SUBJECT	FILED BY	FILE CONTENTS	DEPARTMENT
Accounts Payable Records	Date/Year	Accounts Payable Records	Fin
Actuarial Valuations	Date/Year	Police and Firefighter's Pension Funds	Fin
Administrative/Correspondence	Subject	Correspondence/memos on various subjects	All Depts
Administrative Hearing System	Date/Time Violation #	Audio cassette of hearing, Violation Notice/ Final notice letters, Notice and Instructions	PS
Affordable Housing Committee	Date	Agendas/Minutes, Affordable Housing Plan	PW
Alarm Applications/Systems	Address	Annual renewals of alarms within Village	Fin, PS
Animal License Records	Address	Annual applications for animal registration	Fin
Annual Reports	Date/Year	Village financials (refer to audit)	Fin
Appropriation Records	Date/Year	Appropriations as approved by Village Board	Fin
Audit	Date/Year	Annual audit	Fin
Board Agenda Memoranda	Date	Memoranda provided as background to Village Board on particular subject matters	VMO
Budget	Date/Year	Budget annually adopted by Village Board	All Depts
Building Permits	Address	Permits issued, building applications, inspection sheets	PW
Business Licenses	Company Name	Application forms/licenses	VMO
Cash Receipts	Date/Year	Transactions processed	Fin
Census	Year	Census data, reports, correspondence	VMO
Certificate of Insurance	Company Name/Type	Village's insurance policies, current certificates of various contractors working in town	Fin, PW
Collective Bargaining	Date	Agreements, grievances	PW
Comcast Cable	Subject	Franchise Agreement, correspondence	PW, VMO
Commonwealth Edison	Subject	Franchise Agreement, correspondence	PW, VMO
Comprehensive Plan		Policy for future growth, amendments	PW
Consultants	Project	Contracts, correspondence	All depts
Contextual Design Review Commission	Date/Address	Agendas/Minutes, design review applications	PW
Contracts/Agreements/Leases	Contractor	Rental of Village property, various contractual agreements between Village and vendors for various services	Fin, PW
Cross Connection Program	Address	Annual test results	PW
Debt Service Records	Date/Year	Records of debt issued to the Village	Fin

Fin = Finance Department GCC = Glencoe Golf Club
PS = Public Safety Department PW = Public Works Department
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Deposits	Address	Data on deposit held by Village during construction project	PW
Easements	Address	Agreements, correspondence	PW
Filming	Date	Filming permit applications	VMO, PS
Fire	Address	Building reports, FPB inspection reports	PS
	Date/Time & Incident #	Ambulance reports, fire incident reports, Statistical reports	
	Date	Fire Department equipment	
Floods	Subject/Address	Flood Plains, incidents	PW
Forestry	Address	Parkway Tree Replacements 50/50 Tree Program Diseased Elm Removal	PW
Garbage/Recycling	Subject	SWANCC and Groot Agreements	PW
Glencoe Memo	Date	Newsletter copies	VMO
Golf Advisory Committee	Date	Agendas/Minutes	GCC
Historic Preservation Commission	Date/Address	Agendas/Minutes, Heritage List, landmark designations, Annual Awards Program	VMO
Human Relations Forum	Date	Agendas/Minutes	VMO
Illinois Comptroller's Report	Date/Year	Annual report completed for the State of Illinois	Fin
Insurance Claims	Date/Year	Claims filed by the Village	Fin
Inventory (fuel)	Date/Year	Inventory of fuel available	Fin
Inventory (golf)	Date/Year	Inventory of items for sale	Fin
Investment Records	Date/Year	Police pension, Firefighter's pension, and the Village accounts	Fin
Invoices	Date/Year	Invoiced from Village vendors	Fin
Inspections	Address	Building Inspection reports	PW
Landscapers License	Company Name	Applications Regulations	PW
Ledgers/Journals/registers	Date/Year	Payroll, General, Utilities, Accounts Payable, Account Receivable	Fin
Liquor Licenses	Subject	Applications/licenses	VMO
Long Range Capital Plan	Date/Year	10 year plan for replacement of capital	Fin
Long Range Financial Forecast	Date/Year	5 year financial forecast (refer to Budget)	Fin
Misc/ Receivable Records	Date/Year	Miscellaneous receivable records	Fin

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Monthly Reports	Date/Year	Departmental reports	Fin, GCC, PS, PW
North Shore Gas	Subject	Franchise Agreement, correspondence	PW, VMO
OPEB Records	Date/Year	Other post employment benefits valuation report	Fin
Ordinances	Subject	List of ordinances passed by Village Board	VMO
Park District	Subject	Correspondence	PS, PW, VMO
Parking	Subject/Area	General Plan, parking permits, parking tickets, adjudication hearing files	PS
Payroll Records	Date/Year	Ledgers, journals, reports, etc.	Fin
Petty Cash Records	Date/Year	Disbursement for petty cash	Fin
Plan Commission	Date/Address	Agendas/Minutes, design review applications, subdivision review applications, comprehensive plant updates, special studies	PW
Public Safety	Incident/Address/Date	Alarms Systems Arrest/Incident Reports Auto Accident Reports Criminal Investigation Reports/Evidence Other Reports Solicitors Permits Taxi Cab Licenses Taxi Driver Licenses	PS
Purchase Orders/Requisitions	Date/Year	Purchases that require approval based on established purchasing thresholds	Fin
Public Safety Commission	Date	Agendas/Minutes, Register of Eligibles	VMO
Resolutions	Subject	List of resolutions passed by Village Board	VMO
Reduced Pressure Zone (RPZ)	Address	Test results (current year only)	PW
Salary Schedules and Surveys	Date/Year	Annual pay plan and survey of surrounding communities	Fin
School District	Subject	Correspondence	PS, PW
Sewers	Address/Area	Sanitary Sewers Replacement/Repair Storm Sewers Installation Smoke Testing Interconnections Service Calls	PW
Snow Removal License	Company Name	Applications Regulations	PW

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Solicitations	Name	Registration Vendor Licenses	PS
Special Events	Subject	Permit Applications	VMO
State & Federal Tax Reports	Date/Year	Income tax filings	Fin
Streets/Roadways	Subject	IDOT Agreements and correspondence Improvements Lighting Planning	PW
Swimming Pool Pumping Permits	Address	Applications Regulations	PW
Subdivisions	Name	Index of Plats Individual Files	PW
Time Records	Date/Year	Timesheets	Fin
Utility Billing Records	Address	Utility billing account information	Fin
Vehicle License Records	Address	Annual vehicle license information	Fin
Vehicle Titles	Unit/ Vin #	Titles for vehicles in the Village fleet	Fin
Vendor Records	Alphabetical	Records of Village vendors	Fin
Village Board	Date	Agendas/Minutes	VMO
Village Code		Policies, amendments	VMO
Water Plant	Subject	Water Quality Report- Annual	PW
Zoning		Zoning Ordinance, Zoning Map	PW
Zoning Board of Appeals/ Zoning Commission	Subject	Agendas/Minutes, Special Uses, Variances, Amendments, Special Studies	PW

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