

Records Maintained by Lake County Offices and Departments



Department	Categories of records	Records that the public body will furnish immediately upon request
Chief County Assessment Office	<ul style="list-style-type: none"> • Any property information (characteristics of the home, exemptions, sales, assessed values, tax bill amounts etc.) • Board of Review appeal documents (appeal results, appeal files, etc) 	<ul style="list-style-type: none"> • Application for Authority to Dispose of Local Records and Records Disposal Certificates • Disaster Area Assessment Applications • Assessment Roles, Model Home Applications • Board of Review Docket Report • Non-Homestead Exemption Applications • Board of Review Files • Property Record Cards • Board of Review Finding Notices • Property Tax Appeal Board Files • Board of Review Hearing Notices • Requests for Assessment Change at the Board of Review Level • Board of Review Hearing Schedules • Returning Veterans Homestead Exemption Applications • Certificates of Status of Exempt Property • Senior Citizens Assessment Freeze Homestead Exemption Applications • Certificates of Error • Senior Citizens Homestead Exemption Applications • Disabled Persons Homestead Exemption Applications • State Sales Ratio Studies • Disabled Veterans Homestead Exemption Applications • Valuation for Property Used for Open Space Purposes Applications • Disabled Veterans Standard Homestead Exemption Applications • Veterans / Fraternal Organization Assessment Freeze Applications
Coroner	<ul style="list-style-type: none"> • Autopsy reports • Body chart • NMS Tox Report • Case Narrative • Case Verdict • Photos • Videos • Misc. Reports • X-Rays • Slides * Photos are digital and provided on CD. 	<ul style="list-style-type: none"> • Number of Autopsies performed for a specific time period • Number of Homicide, Suicide, Accidental or Undetermined deaths for a specific time period • Any deaths caused by a certain disease, i.e., cancer, mesothelioma, heart disease, etc. for a specific time period • Drug deaths by type of drug, race, age • Homicides by race, age
County Administrator	<ul style="list-style-type: none"> • Policy documents • Budget documents • Legislative program • Strategic Plan • Brownfield programs 	<ul style="list-style-type: none"> • Directory of elected officials • Press releases

	<ul style="list-style-type: none"> • Emergency management plans and materials • Press releases • Directories of public officers and employees. 	
County Board Office	<ul style="list-style-type: none"> • Liquor License information requests • Board member expense reports and constituent services expenditures • Board committee and Board meeting member attendance records • Minutes of the open meetings of the governing body • Ordinances or resolutions that are maintained in printed form 	<ul style="list-style-type: none"> • County Board resolutions and legislative agenda items • Minutes of the open meetings of the governing body
County Clerk	<ul style="list-style-type: none"> • Vital Records (Birth, Death and Marriage) • Notary Public Applications and Commissions • Businesses Under Assumed Name • Prevailing Wage Rates • Delinquent Tax Records • Certificates of Error • Take Notices • Oaths for all Election and Appointed Public Officials • County Board records • Tax Levies • Budget and Appropriations Ordinances • Bonds for all taxing districts • Voter Lists • List of Election Judges • Statements of Candidacy • Loyalty Oaths • Candidate Petitions • Voter Registration Forms • Economic Interest Statements • Precinct Committee persons 	<ul style="list-style-type: none"> • Annual Financial Reports (County) • County Board Agendas • County Board Meeting Minutes • County Board Resolutions • County Board Roll Call Sheets • Daily Receipts and Distribution Reports for the Clerk's Office (current fiscal year) • Freedom of Information Act Requests • Levy Ordinances (County) • Oaths of Office for Elected and Appointed Officials • Open Meetings Act Public Notices and Compliance • Operating Budget and Appropriation Ordinance • Ordinances • Prevailing Wage Rates • Property Tax Redemption Information (Delinquent Taxes) • Special Service Areas • Tax Extension Information • Zoning Objections

Finance and
Administrative
Services

Purchasing:

- Bids
- Requests for Proposal
- Requests for Interest
- Request for Statement of Qualifications
- Contracts
- Purchase orders
- Files on surplus property

Accounts Receivable:

- Credit Memos
- Debit Memos
- Monthly ACH report
- Monthly Interfund report
- Invoices
- Invoice Reports
- Receipts
- Receivable Reports
- Copies all receipts back up – FAS dept.,
- Back up – Shared Revenue receipts
- Back up – Real Estate Taxes receipts
- A/R Customers

Accounts Payable:

- Outstanding checks
- Checks issued
- Invoices
- P Card reconciliations with invoices
- Employee reimbursements including trips and training
- Petty cash expenses
- W-9s
- 1099s
- Unclaimed property transmitted to State
- Vendor listings

GL:

- Detailed general ledger activity including financial reports that may be prepared
- Detail of balance sheet accounts (for example what is in our deferred revenue account or deposit accounts)
- Internal audit reports
- All bond activity including

- Purchasing Ordinance
- Current and previous Budget Book
- CAFR
- Single Audit

	<ul style="list-style-type: none"> • payments for debt service • Lists of county assets <p>Facilities:</p> <ul style="list-style-type: none"> • Purchase Orders • Quotes • Asbestos Files • Certified Payroll • Life Safety (Fire alarms, fire sprinklers, fire pump, generators, etc. Inspections) <p>On file with the State:</p> <ul style="list-style-type: none"> • Public Building Commission Records • Comptroller Records <p>Purchasing:</p> <ul style="list-style-type: none"> • Bids • Requests for Proposal • Requests for Interest • Request for Statement of Qualifications • Contracts • Purchase orders • Files on surplus property 	
GIS/Mapping Division	Maps and GIS Data Products	<p>Maps:</p> <ul style="list-style-type: none"> • 1861 Lake County Map • Countywide District Maps • Election Precinct Maps • Environmental Maps • Individual Tax Districts • Political District Maps • Tax Assessment Parcel Maps • Topographic Maps • Township and Range Map • Township Tax District Maps <p>Digital GIS Products:</p> <ul style="list-style-type: none"> • 2004 Soil Survey • Aerial Photography • Contour Data • District Boundaries • Railroads and Street Centerlines • Water Resources (Hydrology, LCWI, and ADID)
Health Department	Board of Health Minutes and Bylaws, Human Resources, Finance, Purchasing: Bids, Requests for Proposal,	<ul style="list-style-type: none"> • Annual Reports • Food Facility Inspections • Press Releases

	<p>purchase orders, Program Contracts/Records</p> <p>Inspections (Long-term care facilities, day care facilities, body art (tattoo) facilities), Tuberculosis Board, Animal Care and Control, Restaurant/Food Facility Inspection, Septic System Plans, Well Location Plans, Environmental Audit Information,</p> <p>Federally Qualified Health Center, Governing Council Minutes and Bylaws</p>	<ul style="list-style-type: none"> • Board of Health Minutes from 2008 until present • Program Brochures • Governing Council Minutes
Human Resources	<p>Employment History- dates of employment, position, and salary*, Union Contracts, Employee Position & Salary Information, Pay and Benefit Plan Documentation.</p> <p>*In order to release salary information we request a release from the employee.</p>	<ul style="list-style-type: none"> • Union contracts
Information Technology	<ul style="list-style-type: none"> • Select policy documents (reviewed by IT) • Redacted budget documents • Directory of department employees. 	<ul style="list-style-type: none"> • Directory of department employees
Planning Building and Development	<p>Building permits, building and zoning violation files, case files related to zoning and subdivision activities, correspondence relating to zoning, building, uses, conditional use permits, floodplain determinations, mobile home park licenses, recreational vehicle park licenses, site development permits, site development violation files</p> <p>*Requestor must have: Permit Index Number (PIN) or the name of owner at the time the permit was issued.</p> <p>*Architectural plans and engineering plans (as stamped) are exempt.</p>	<ul style="list-style-type: none"> • PB&Z Committee meeting minutes and agendas • RPC meeting minutes and agendas • Current building or site development permits • Current zoning • Property identification numbers
Public Works	<ul style="list-style-type: none"> • Water/Sewer Permits, • Water/Sewer Maps, • Water/Sewer Contractual 	<ul style="list-style-type: none"> • Water/Sewer Permits • Water/Sewer Maps • Water/Sewer Contractual Agreements

	<ul style="list-style-type: none"> • Agreements, • Capital Projects Construction Plans and Records, • Budget Information, • Financial Records 	<ul style="list-style-type: none"> • Capital Projects Construction Plans and Specifications • Approved Public Works Budgets • Annual Audit Reports • Annual Regional Financial Statements
Recorder of Deeds	<ul style="list-style-type: none"> • Financial records such as budgets, collections, & fees. • General office, personnel & administrative records. 	<p>FOIA requests are not required for any recorded documents. All recorded land records are available for public viewing in the Recorder of Deeds office. Copies are available at \$1 per page. Examples would include deeds, mortgages, liens, releases plats, etc.</p> <p>Per state statute, Military Discharge recordings are only available to the veteran, his/her dependents, Veterans' Assistance & Veterans' Affairs.</p> <p>Fee schedules, Transfer Tax information, Newsletters, & Recorder of Deeds monthly County Board Reports are also available.</p>
Regional Office of Education	<ul style="list-style-type: none"> • Administrator Salary Report • Annual Building inspection reports • Annual Financial Reports (AFR) for School Districts • Audit Reports • Enrollment Statistics • ESD - Staff Development Workshop files • ESD - System of Support consulting files • General Correspondence • Grant Management documents • Homeless program documents • Intergovernmental agreements • Lake County Financial Data Report • Local financial documents • PASS - Truancy Case Files Personnel files • Regional Board of School Trustees Hearing Documents • Regional Board of School Trustees Meeting Minutes • Regional Office of Education Advisory Board Meeting Minutes • ROE Annual Report • School Construction Documents, School Directory • School Evaluation Reports (compliance visits every 4 years) • School Report Cards • Teacher Certification 	

	<p>documents</p> <ul style="list-style-type: none"> • Teacher Salary Statistics • Ten Year Safety Surveys 	
Sheriff's Office	*See separate attachment. LCSO Records for FOIA.	
State's Attorney's Office	<ul style="list-style-type: none"> • Office Administration Files • Criminal Case Files • Child Support Files • Juvenile Case Files • Civil Case Files 	Due to the sensitive nature of the information handled by this office, all requests under the Freedom of Information Act must be reviewed by the designated Freedom of Information Officers. No documents will be made available until that review is completed within the time period allotted under the Freedom of Information Act.
Stormwater Management Commission	<ul style="list-style-type: none"> • Communications and publications • Regulatory files including permits, approvals, correspondence, plans and specifications, analyses, inspection reports • Contracts and agreements • Meeting minutes • Project and plan reports and analyses • Final budget information 	Documents on the SMC Website: Lake County Comprehensive Stormwater Management Plan Update (2002); Board of Commissioners: Board packets 2010-present; Meeting schedule; FOIA Procedures; Newsletters, Annual Reports; Who to Call for Drainage/Flooding Issues; Lake County Watershed Development Ordinance (2008): WDO Permit Application, Certified Communities, Fee schedule, Checklists/design guidance, EO, CWS, DECI contact lists; IWLC forms: JD request, General permit; NPDES Phase II: Annual report template, SMPP, Statement of Responsibilities for Municipalities and Townships MOU, MAC, TAC agendas, minutes (2010-present), MAC, TAC meeting schedules, Lake County All Natural Hazards Mitigation Plan (2006), Watershed Planning Committee minutes, agendas, presentations (posted during entire planning process); Adopted Watershed Plans: Bull Creek/Bull's Brook Watershed-Based Plan (Des Plaines) (Adopted March 2009); Fish Lake Drain Watershed-Based Plan (Fox River) (Adopted March 2009); Indian Creek Watershed-Based Plan (Des Plaines River) (Adopted March 2009); North Branch of the Chicago River Watershed-Based Plan (Chicago River) (Adopted May 2008); Sequoit Creek Watershed Plan (Fox River) (Adopted July 2004); Squaw Creek Watershed Plan (Fox River) (Adopted May 2004); Watershed Plans Under Development; North Mill Creek/Dutch Gap Watershed-Based Plan (Des Plaines); Dead River Watershed-Based Plan (Lake Michigan); Kellogg Creek Watershed-Based Plan (Lake Michigan); Newport Drain Watershed Plan (Des Plaines); Other Watershed Plans; Flint Creek Watershed-Based Plan (Fox River); Waukegan River Watershed Plan (Lake Michigan)
Division of Transportation	<p>Annual Highway Program: Five and 20 Year Highway Program, Public Works and Transportation Committee Minutes</p> <p>Accounts Payable and Accounts Receivable, Budget records, Construction and Project Financial Records, Freedom of Information Files, Highway Maps</p> <p>Bridge and Highway Engineering, Drawings, Bridge</p>	<ul style="list-style-type: none"> • County Highway Map • NPDES documentation • Ordinances • Adopt-A-Highway program information • Active highway construction projects information

	<p>Inspections, Bench Mark Data, Guardrail inventory, Highway Design Records, Highway right-of-Way records, Survey Data</p> <p>Highway Equipment Files, General Highway Maintenance Files, Road Inspection Records, Snow and Ice Control Plan Snow and Ice Reports, Vehicle Maintenance Reports</p> <p>Highway Access Permit files, Subdivision Records, Township Highway Records, Township Road Vacations, Utility Permits</p> <p>Traffic Crash Records: Traffic Signal Construction, Drawings, Traffic Speed Zones, Traffic Volume Records</p>	
Treasurer's Office	<p>Property tax payment information: Current years, tax sale information, and refunds; Distribution of tax dollars (by district and time); Investment Information and bank; Court Orders (condemnations); Checks (cash and outstanding)</p>	<p>Property tax payment information: Current years, tax sale information, Distribution of tax dollars (by district and time); Previous year currently available on our website. We will be adding current year information in 2020.</p> <p>Investment Information and bank; Court Orders (condemnations); Checks (cash and outstanding). Refund information are all moving targets and will be furnished at the time of request.</p>
Veteran's Assistance Commission	<ul style="list-style-type: none"> • Minutes of Meeting – minutes from our monthly meeting with the commission • Finances – breakdown of monies spent for shelter, food, burials, transportation, dental, vision, audio • Workload Measurements – performance measurements to show what is being done out of the office on a monthly basis • Superintendents Report – overview of what has been done for the month 	<ul style="list-style-type: none"> • Minutes of Meeting • Finances • Workload Measurements • Superintendents Report • Governors Report • Individuals may request their own records only from the office for any claim/assistance we may have provided them
Winchester House	<ul style="list-style-type: none"> • State Of Illinois Department of Healthcare and Family Services Financial and Statistical Report (Cost Report) for Long-Term Care Facilities • Illinois Department of Public Health Long Term Care Facility Questionnaire • Illinois Department of Public Health Annual Health Survey • Illinois Department of Public Health Annual Life Safety 	<ul style="list-style-type: none"> • Winchester House Advisory Board Minutes

	<p>Code</p> <ul style="list-style-type: none"> • Medicare Cost Reports 	
<p>Workforce Development</p>	<ul style="list-style-type: none"> • Lake County grant award amount for Workforce Innovation and Opportunity Act (WIOA) and the Trade Adjustment Act (TAA) for program year (July 1 to June 30) • Performance outcomes for WIOA and TAA for program year (July 1 to June 30) • Awardee information for incumbent worker grant for program year (July 1 to June 30) • Awardee information for youth service contractor 	<p>We will provide that same document/information for WIOA Adult, Dislocated Worker, Youth, Trade and Incumbent worker programs and performance measures for LWIA – 1. This applies for any service that a customer receives either at Job Center in Waukegan or at the satellite office in Grayslake.</p>