

City of Belvidere · Illinois

City Hall: 401 Whitney Blvd. Suite 100
Belvidere, Illinois 61008-3710
(815) 544-2612 • Fax (815) 544-3060

Cataloging of Public Records for **Freedom of Information Act.**

Office or Department of the City of Belvidere:	City Clerk's Office
Location:	401 Whitney Boulevard
Telephone Number:	(815) 544-2612
Person to Contact to Examine Records:	Shauna Arco City Clerk & FOIA Officer
Hours of Availability of Records:	Monday-Friday 8:00am-5:00pm

List of Categories of Public Records Maintained at this location:

1. Boone County Registrar Records (last ten years)
2. Business Records, City of Belvidere
3. Election Records, City of Belvidere
4. Financial Records, City of Belvidere
5. Personnel Records, City of Belvidere
6. Written Reports, City of Belvidere
7. Reference Materials (see detailed list)

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BOONE COUNTY REGISTRAR RECORDS
REGISTRATION DISTRICT NO. 4.0

1. Birth & Death Certificates (exempt)
2. Burial Permit Records
3. Vital Records Act Rules and Regulations
4. Registrar's Digests (Vital Records Newsletters)

BUSINESS RECORDS

1. Bid Specifications
2. Business License Files
 - a. Background Checks (exempt)
 - b. Secondhand Stores
 - c. Home Occupation
 - d. Taxi
 - e. Other
3. City Contracts and Agreements
4. Deeds of City Properties, Real Estate Transactions
5. General Information Files
 - a. Federal Revenue Sharing
 - b. Motor Fuel Tax
 - c. Other
6. Grant Applications and Files
7. Insurance
 - a. All Policies
 - b. All Claim Files
 - Health Insurance (exempt)
 - Workman's Comp.
 - Property
 - Liability
8. Legal Actions (Lawsuits, etc.)
9. Legal Notices
 - a. Meeting Notices
 - b. Hearing Notices
 - c. Certificates of Publication
10. Permits
 - a. Charitable Solicitation
 - b. Parade
 - c. Other
11. Policies Adopted by City Council
 - a. Purchase Order
 - b. Affirmative Action
 - c. Other

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BUSINESS RECORDS, CONTINUED

12. Property Inventory Records and Reports

- a. Real Property
- b. Vehicles
- c. Equipment and Furnishings

13. Rules/Regulations for Fire & Police Commission

ELECTION RECORDS

1. Petitions/City Elections
2. Tally Sheets/City Elections
3. Sample Ballots/City Elections
4. Election Laws Handbook
5. Election Consolidation Handbook
6. Correspondence from State Board of Elections
7. Calendar for each semi-annual election

FINANCIAL RECORDS

1. Annual Audit – All Funds
2. Appropriation Ordinance
3. Bills Payable Monthly Reports
4. Bond Records
5. Budgets for all City Departments
6. List of Business License fees
7. Cancelled Checks, Bank Statements, Deposit Tickets – All Funds
8. Copies of all Checks – All Funds
9. Investment Records
10. Invoices – General and Special Funds
11. Ledgers, Cash and General – All Funds
12. Payroll Records
13. Police & Fire Pension Fund Records
14. Purchase Orders
15. Receipts for Revenue
16. Revenue Reports
 - a. Building Department Yearly Report
 - b. Treasurer Report
 - c. Water/Sewer Revenue Report
 - d. General Fund Report
17. State Tax Records
 - a. Sales Tax
 - b. Income Tax
 - c. Replacement Tax

PERSONNEL RECORDS

1. List of Employees, Salary, Date of Hire, etc.
2. Illinois Municipal Retirement Fund Records
3. Health Insurance Claims and Records (exempt)
4. Payroll Records
 - a. Time Sheets
 - b. Data Processing Records
 - c. Documentation for Salary Increases, Benefits, etc.
 - d. Overtime Records
 - e. Longevity Records
5. Personnel Data Card File – Present & Terminated Employees (exempt)
6. Personnel Files – Present & Terminated Employees (exempt)
7. Resignation Letters
8. Reports Submitted by City
 - a. Income Tax
 - b. I.M.R.F.
 - c. Social Security
 - d. Unemployment
9. Unemployment Claims, Records
10. Vacation & Sick Leave Reports

WRITTEN REPORTS

1. All City Departments and Officers
2. Correspondence Received by City
3. Correspondence Sent by City
4. Minutes of All Meetings
 - a. City Council
 - b. Boards and Commissions
 - c. Committee of the Whole
5. Municipal Code – City of Belvidere
 - a. Copies of all Codes (Building, Fire, etc.) referenced in Municipal Code
6. Ordinances Passed by City Council
7. Resolutions Adopted by City Council

REFERENCE MATERIALS

1. Books and Pamphlets
 - a. BOCA Code/Fire
 - b. Electrical Code
 - c. BOCA Basic Code
 - d. One & Two Family Code
 - e. Zoning Ordinance
 - f. Illinois Municipal Handbook
 - g. Election Laws
 - h. Notary Public Laws
 - i. Boone County Yearbook
 - j. Illinois State Statutes
 - k. Municipal Code – City of Belvidere

2. Maps
 - a. Zoning
 - b. Annexation
 - c. Truck Route
 - d. Ward
 - e. Flood Plain
 - f. Certain Subdivisions
 - g. Boone County (for reference)
 - h. Aerial

3. Plans and Studies done by City
 - a. Land Use Plan
 - b. Fringe Area Study
 - c. Annexation Policy
 - d. Sewer Treatment Plant Studies and Plans
 - e. 1980 Police Department Study
 - f. Comprehensive Plan
 - g. Other