

**TYPES AND CATEGORIES OF RECORDS UNDER THE CONTROL OF
THE CITY OF O'FALLON PURSUANT TO 5 ILCS 140
LISTED ALPHABETICALLY BY DEPARTMENT AND/OR DIVISION**

City Clerk, Office of the

Agenda Information
Agreements
Annual Meeting Notice
Audit Reports
Bids
Board of Police & Fire Commission - Oaths
Caseyville Township (Bridge and Monies)
Cemetery Records
Census
 Census Information - 1988
 Census Information - 1990
 Census Information - 2000
City Hall
Contracts
Deeds
Easements
Fairview Heights Fire Hydrants
Franchise Information
Freedom of Information Records
Illinois American-Water
Illinois Dept. of Labor
Illinois Dept. of Revenue
 Annual Taxpayer Location List
 Bulk User's Tax Return
 General Correspondence
 Nuc-35 Forms
 Sales Tax
 Sales Tax Exempt Letter
Illinois Department of Transportation
 Motor Fuel Tax Refund Claims
 Motor Fuel Tax
Illinois Environmental Protection Agency
Illinois Power Franchise Ordinance
Insurance
Interoffice Adjudication Committee
Katy Cavins Community Center
Land-O-Sun Dairy
Litigation
Leases
Licensing Records
 Business
 Food and Food Delivery
 Garbage
 Liquor
 Vending

Logo Trademark
Minutes - Board, Committee, Council
Miscellaneous Information
Oaths of Office - See Individual Commissions
O'Fallon - City Park Information
O'Fallon Shiloh Caseyville Fire District
O'Fallon Shiloh Valley Sewer District
Ordinances
Petitions
Performance Reports
Property
Raffle Applications
Recapture Agreements
Resolutions
Special Event Permits
Stock Shares
Surveys and Questionnaires
Tax Levy Assessments
TIF Interested Parties Registry
Traffic Signals
Treasurer's Report
Water (fire) Sprinkler

Finance, Office of

Budget Information
Appropriation Ordinance
Audit
Bills
Accounts Payable/Receivable
Cancelled checks
Sales Tax receipts
Salary Schedules
1099 Forms
W2 Forms
Personnel Records
Time Sheets

Public Works Department, Office of

Engineering Group Projects – Water, Sanitary Sewer, Streets, Wastewater
Drawing/Plans – Water, Streets, Sewer, Development Plans and Recorded Plats
Recors/Correspondence – Water, Sanitary Sewer, Streets, Wastewater

Water, Office of

1. Billing ledgers
2. Utility bill stubs
3. Cash receipts
4. Service work orders
5. Freedom of information act requests
6. Purchase order listing by number
7. Water and sewer tap orders
8. Water meter changes
9. Owner letters
10. Water department customer correspondence
11. Shut off lists
12. Meter test sheets
13. Shiloh valley sewer billings
14. Sewer extension applications
15. US post office postage calculation sheets
16. Water/Sewer department refund letters
17. Water department payment arrangements
18. Service leak checks
19. Sewer excavation permits
20. Water/Sewer tap signature sheets
21. Property lien files (open & satisfied)
22. Water/Sewer tap approval forms
23. Bi-state receipts and stubs
24. Caseyville Township sewer readings

Library, Office of

Paper Files:

1. Minutes and other items sent in monthly board packets, ie. staff reports, drawings, letters, memos statistics
2. Bill lists and warrants
3. Construction project materials: drawings, bid documents, advertisements
4. Equipment request for proposals and bid documents
5. Overdue materials file. Destroyed when item is returned and/or paid for
6. Personnel files
7. Bills
8. Patron application forms (protected under privacy laws)
9. Annual Report to State Library

On-line files:

1. Patron Records (protected under privacy laws)
2. Library Holdings
3. Circulation and reserve records (protected under privacy laws)

Planning & Zoning, Office of

1. Planning Commission minutes, files and reports
2. Zoning Hearing Officer minutes, Findings of Fact, Decision, files and reports

3. Community Development minutes
4. Building Code Review minutes, files and reports
5. Historic Preservation Commission minutes, files and reports
6. Building permit listing and reports
7. Subdivision Plats
8. Land Subdivision Control Ordinance
9. Zoning Ordinance
10. Comprehensive Plan
11. Zoning Map
12. Certificate of Dwelling Maintenance and Occupancy Permit issued

Police, Office of

1. Incident Reports
2. Traffic Accidents
3. Traffic Citations
4. Hot File Records (Stolen/Wanted/Missing)
5. In House Wanted Persons File
6. Sex Offender File
7. Elderwatch File
8. Impound Lot Records
9. Dispatch Radio Logs
10. Business File
11. Solicitor File
12. Dossier File
13. Photo and Mug Shot File
14. Personnel Files
15. Training Files