

## VILLAGE OF DAVIS JUNCTION

### Categories of Records

Following is a summary of the available categories of records under our control. Please contact the Freedom of Information Act Office to request access to these documents.

#### **Admin. Records –**

- Acknowledgements of Receipts of Reports by State Agencies
- Ariel Photos (Village)
- Bids, Specifications, and Proposals
- Census Records
- Certificates of Membership
- Complaints from Citizens
- Contracts, Leases, and Agreements
- Equipment and Vehicle Records
- FOIA Requests and Denials
- Health Complaints
- Illinois Commerce Commission Records
- J.U.L.I.E. Dig Notices
- Lawsuit Records
- Material Safety Data Sheets
- Notices of Violation of Village Ordinances
- Opinion Surveys and Results
- Park Pavilion Reservations
- Plats, Maps, and Survey
- Real Estate Records

#### **Building Records –**

- Building Permits
- Certificates of Occupancy
- Building Permits Lists
- Highway Construction Records (from County for Village Roads)
- Motor Fuel Tax Records
- Zoning Petitions
- Building Files
- House Addressing Records
- Subdivision Files

#### **Election Records**

#### **Fiscal Records –**

- Audit Reports and Annual Financial Reports
- Bank Records
- Bankruptcy Records
- Bond Records

- Check Stubs
- Claims for Reimbursement
- Donation Records
- Federal Emergency Assistance Records
- General Ledgers and Journal Sheets
- General Revenue Sharing Records
- Grant Records
- Insurance Records
- Investment Records
- Liens
- Local Government Distributive Fund Allotment Notices
- Motor Fuel Tax Records
- Paid Bills, Vouchers, and Invoices
- Receipts
- Statements of Interest Income
- Treasurer's Reports

#### **License and Permit Records –**

- Gaming License Records
- Liquor License Records
- Solicitor Registrations and Permits
- Utility Permits

#### **Official Proceedings Records –**

- Agenda (Village Board Meetings)
- Annexation and Disconnection Records
- Board Packets
- Committee and Special Meeting Attendance
- Incorporation Papers
- Lists of Village Official's
- Meeting Minutes
- Municipal Code Books
- Notices of Hearings, Newspaper Publications, and Notices
- Oaths, Bonds, and Appointments
- Ordinances and Resolutions
- Petitions
- Tape Recordings of Board Minutes

**Payroll and Personnel Records –**

- Employment Records
- Duties and Responsibilities of Village Officers
- Payroll Records
- Personnel Files
- State and Federal Tax Reports and Statements
- Unemployment Compensation Records

**Reports (Miscellaneous) –**

- Appraisal Reports
- Boundary and Annexation Survey Reports
- Department Reports
- Fiscal Reports from N.P.D.E.S. Permittees
- Food Sanitary Inspection Reports
- Geologic Log and Well Completion Reports
- Illinois State Water Survey Reports
- Summary Reports of Activities for Village (From Utility Company) – Annual

**Tax Records –**

- Certificates of Status of Exempt Property
- County Clerk's Tax Rate Extension Reports
- County Collector's Tax Distribution Records
- Lists of Business Registered with Village for Sales Tax Purposes
- Replacement Tax Allotment Notices
- Requests for Verification of Sales Tax (Business) Locations
- Sales Tax Exemption Identification Number Notices
- Sales Tax Reported and Collected Reports

**Utility Records –**

- Certificate of Competency
- Coliform Sampling Site Plan (to E.P.A.)
- Consumer Confidence Reports
- Discharge Monitoring Reports
- E.P.A. Permits, Inspection Reports, and Violation Records
- Hydrant Inspection Reports
- Notices of Application for Permit to Manage Waste
- Water and Sewer Billing Records
- Water Sample Reports
- S.C.A.D.A. System Reports

**Waste Management (Landfill) Records****Davis Junction Sanitary District Records****Davis Junction Street Light District Records**