

Illinois Freedom of Information Act (FOIA)
(5 ILCS 140/)
List of Items Considered Public Records

Public records is defined as “all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, recorded information and all other documentary materials, regardless of physical form or characteristics, having been prepared, or having been or being used, received, possessed or under the control of any public body”.

Public records include, but are not limited to:

- ◆ Administrative manuals, rules and instructions to staff
 - ◆ Final opinions and orders made in the adjudication of cases
 - ◆ Substantive rules
 - ◆ Statements and interpretations of policy that have been formally adopted by the Village Board of Trustees
 - ◆ Final planning policies, recommendations and decisions
 - ◆ Factual reports, inspection reports and studies whether prepared by or for the Village
 - ◆ All records relating to the obligation, receipt and use of public funds by the Village
 - ◆ All information in any account, voucher or contract dealing with the receipt or expenditure of public or other funds of the Village
 - ◆ Names, salaries, titles and dates of employment of all employees and officers of the Village
 - ◆ Records containing opinions concerning the rights of the Village
 - ◆ Name of every official and the final records of voting in all proceedings of the Village Board of Trustees
 - ◆ Applications for any contract, permit, grant or agreement, unless otherwise exempted
 - ◆ Each report, document, study or publication prepared by independent consultants or other independent contractors
 - ◆ Information relating to any grant or contract made by or between the Village and another public body or private organization, including certified payroll records submitted to the Village under Section 5(a)(2) of the Prevailing Wage Act (certain information contained in these payrolls may be redacted)
 - ◆ Arrest records and criminal history records maintained by the Village’s Police Department
 - ◆ Settlement agreements entered into by or on behalf of the Village
 - ◆ All other information required by law to be made available for public inspection
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Section 7 of the Act allows for some records to remain confidential in order to protect personal privacy and enable public bodies to perform certain governmental functions properly. Please refer to the Act for a list of items generally exempt from inspection.