

# INDEX OF RECORDS LOCATED AT THE CITY CLERK'S OFFICE

## COUNCIL RECORDS

Agreements Approved at Council  
All Ordinances 1856 to Present  
Annexation Agreements  
Public Hearing Minutes  
City Council Communications  
City Council Members-Mayor's List  
City Council Proceedings, Open, Closed  
& Released  
Council Agenda  
Ledger Books of Council Records, 1856 to  
Present  
Special Reports and Studies Presented to  
Council  
Mayor's Files

## CODE INFORMATION

BOCA Codes  
Municipal Code Books  
Subdivision Code  
Supplements (Amendments) to the  
Municipal Code  
Zoning Code  
Building Codes  
CABO-One & Two Family Dwelling  
Code  
Plumbing Code  
Electrical Code

## ELECTRONIC RECORDS

Some Ordinances, Minutes and  
Agreements are stored on disk and  
optical disk.  
The Clerk's Office will assist you in  
obtaining information stored  
electronically by this office.

## LIQUOR

Liquor License Application  
Liquor License Files-Current and Out of  
Business  
List of Liquor Licenses Issued

## MISCELLANEOUS

Bonds - Demolition Bonds  
Bonds - General Obligation Bonds  
Bonds - Industrial Development Revenue  
Bonds  
City Audits  
City Budgets  
City Seal  
Comprehensive Plan & Amendments  
Correspondence  
Deeds to City-owned Property (Limited)  
Elected Officials List  
FOIA Requests and Answers  
Legal Notices Posted as Prescribed by  
Law  
Oaths of Office - Elected City Officials  
Schedules of Regular Public Meetings  
Utility Franchises  
Various Maps  
Agreements  
Association & Organizations  
Brochures/Books/Magazines  
Citizen Complaints  
City Council  
City Hall Plans  
City Services Information  
Contracts  
Franchises  
Maps  
Miscellaneous  
Correspondence  
Miscellaneous Lists  
Payroll Records  
Personal & Confidential Personnel  
Information  
Phone Messages

## ECONOMIC DEVELOPMENT

Business Development Fund (Revolving  
Loan Fund)  
Tax Abatement Agreements  
City Council/Council Agendas and  
Minutes

**City Owned Real Estates**  
**- Vacant Lots**  
**Abatement Zone Information**  
**Intergovernmental Agreements**  
**Loan Agreements Completed**  
**Applications for Revolving Loan Funds**  
**Various RLF Files**

**DISASTER/PUBLIC INFORMATION & EDUCATION (ESDA)**

**Emergency Disaster Plan**  
**Floods & Flash Flooding Information**  
**Hazardous Materials Information**  
**Maps**  
**Severe Weather/Tornado Information**  
**Winter Preparedness Information**

**LEGISLATION**

**City, State, and Federal Statutes & Regulations on Emergency Management**

**MUTUAL AID**

**Medical Agreements**  
**Mutual Aid Agreements**

**FINANCE**

**Budget Records**  
**Revenue Forecasts**  
**Expenditure Projection**  
**Council Approved Budgets**  
**Appropriation Ordinance**

**Account Receivable**  
**Licensing, Assessments**  
**Vendor Licenses**  
**Monthly Billing**  
**Yearly Billings**  
**Sewer User Charges**  
**Real Estate Tax**  
**Tax Returns & Related Forms**  
**Accounts Receivable Reports**  
**Correspondence**  
**Licenses - General**  
**Utility Tax**  
**Motor Fuel Tax**

**Purchasing Records**

**Bid Lists**  
**Bid File**  
**Correspondence**  
**Vendor Catalogs and Advertisements**  
**Annual Contract**  
**Copies of Duplicating Requests**  
**Office Supply Requisition File**  
**Postage Distribution Record File**

**LEGAL FILES**

**Attorney/Client Files**  
**Miscellaneous Correspondence**  
  
**Litigation - Past & Pending**  
**Administrative Hearing**  
**Accident Files**  
**Demolitions Files**  
**Violations and other collection matters**  
**Miscellaneous Suits**  
**Weed Lien Collections**  
**Demolition Lien**

**Office Records**  
**Accident Files**  
**Agreements, including Real Estate Transactions**  
**Annexations**  
**Sale of City Property**  
**Franchise Material with Utility Company**  
**Liquor Hearing Violation files**  
**Liquor License Site Approval files**

**NEOGA ANIMAL WELFARE / CONTROL**

**Correspondence**  
**Adoption Records**  
**Animal Bites Reports**  
**Animal Cruelty Reports**  
**Billings**  
**Budget Expenditures**  
**Citations Issued**  
**Dangerous Dog Notices**  
**Drug and Enthusiasm Records**  
**Grievances**  
**Incoming Animal Receipts**  
**Officer Run Log**  
**Orders, Memos, Procedures**

**Personnel Files**  
**Rabies Registration Records**  
**Special Incident Report**  
**Time Records**

**PERSONNEL DEPARTMENT**

**Available for release under Freedom of Information Act - should questions arise regarding the release of any Personnel information, a legal opinion shall be obtained to protect the rights of employees.**

**Salary Administration**  
**Salary Surveys Employee Personnel Files**  
**Personnel Rules & Regulations**  
**Laws & Regulations Applicable to the Department**  
**EEO/Affirmative Action Coordination**  
**Disciplinary Rules & Procedures**  
**Performance Appraisals**  
**Deferred Compensation**  
**Medical Programs**  
**Employee Benefits**  
**Forms (Various)**  
**Inter-Office Memos**  
**Correspondence**  
**Unemployment Compensation Files**  
**Agreements & Contracts with Various Agencies**  
**Pensions (Employee) - IMRF**  
**Employment/Hiring Procedures**  
**Supplies/Equipment Control**

**Building Division**

**BOCA Codes**  
**Building codes**  
**Building Plans/Plan Review Files**  
**Permits:**  
**Building**  
**Demolition**

**POLICE DEPARTMENT**

**Activity Reports**  
**Annual Reports**  
**Arrest Information**  
**Arrest Reports**

**Confidential Files**  
**Contracts**  
**Correspondence Files**  
**Court Records**  
**Crime Reports**  
**Crime Prevention Materials**  
**Criminal Histories**  
**Criminal Intelligence**  
**Criminal Investigations**  
**Department Policies/Procedures**  
**FCC Records**  
**False Alarm Information**  
**Financial Records**  
**Fingerprint Records**  
**Firearms Information**  
**Fleet Information**  
**FOIA Records**  
**Gang Information**  
**Grant Information**  
**Inventories**  
**Juvenile Information**  
**Licensing Records**  
**Narcotics Information**  
**Pawnshop Records**  
**Personnel Files**  
**Policy Reports**  
**Policing Programs**  
**Property/Evidence Records**  
**Registrations**  
**Sex Offender Registration Information**  
**Statistics**  
**Studies**  
**Traffic Accident Records**  
**Traffic Tickets**  
**Traffic Violation Records**  
**Training Records**  
**Vouchers**

**CITY CLERK'S OFFICE**

**Cable TV**  
**FOIA Booklet**  
**Newsletters**  
**Neoga History**  
**Public Events**  
**State Legislation**

**Administration Files**

**American Public Works Association**  
**Annexations**  
**Articles**  
**Bricks**  
**Sidewalk Project**  
**Correspondence Files**  
**Cost Control Files**  
**Council Committee-Fiscal**  
**Engineering**  
**Equipment**  
**Facility Maintenance**  
**Finance**  
**Freedom Of Information Act**  
**Garbage Collection Files**  
**Highway Improvements MFT Files**  
**Illinois Department of Transportation**  
**Illinois Environmental Protection Agency**  
**Inspections**  
**News Releases**  
**Operations Files**  
**Organizational Charts**  
**Park/School/Municipal Coordination**  
**Street Department Files**  
**Personnel-Correspondence**  
**Personnel-Evaluations**  
**Personnel-Grievance/Discipline**  
**Personnel-Information**  
**Personnel-Safety Apparel Files**  
**Professional Service Contracts**  
**Property Acquisitions**  
**Public Safety**  
**Public Services**  
**State Maintenance Agreements**  
**Right of Way Records Agreements**  
**Waterworks Ordinance**  
**Aerial Topographic Survey Information**  
**Agreements**  
**Correspondence**  
**MFT Files**  
**Pay Estimates/Working Projects**  
**Project Files**  
**Property Acquisitions**  
**Site Plan**  
**Residential Street Lighting**  
**Right-of Way Acquisitions**

**Toxic Substances Disclosure**  
**Grant for Lift Station Repair**  
**City Hall Floor Plan**  
**Computer**  
**Contractors**  
**Drainage Problems**  
**Easements**  
**Encroachments**  
**Flood Plain Maps/Files**  
**House Numbers**  
**IDOT**  
**J.U.L.I.E.**  
**Various Water/Sewer, Piping Maps**