

**Debbie Gillette**  
Kendall County Clerk & Recorder  
111 W Fox St  
Yorkville IL  
Main: 630-553-4104 Fax: 630-553-4119

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## **FREEDOM OF INFORMATION ACT POSTING**

The purpose of the Freedom of Information Act (“FOIA”) is to ensure that all persons are entitled to full and complete information regarding the affairs of government, and the official acts and policies of those who represent them as public officials (5 ILCS 140/1). Pursuant to FOIA, the following information is made available to the general public:

### **BACKGROUND ABOUT THE KENDALL COUNTY CLERK & RECORDER’S OFFICES**

**PURPOSE:** The Clerk & Recorder is elected by the residents of Kendall County for a term of four years.

The Clerk & Recorder has the exclusive and statutory responsibility of filing marriage licenses, birth and death certificates, tax extensions and business licenses. The Clerk & Recorder is also the keeper of the County Board minutes, ordinances, resolutions, including all land transaction documents including liens, mortgages and deeds.

**OFFICE:** The contact information for the Kendall County Clerk & Recorder’s Office is listed above. The Kendall County Clerk & Recorder’s Office currently employs approximately 10 full-time employees. A block diagram of the Kendall County Clerk & Recorder’s Office’s functional subdivisions is attached as Exhibit 1.

**BUDGET:** The total amount of the Kendall County Clerk & Recorder’s operating budget for this fiscal year is \$1,295,140.

**BOARDS:** There are no boards, commissions, committees, or councils that operate in an advisory capacity relative to the operation of the Clerk & Recorder’s Office or that exercise control over its policies or procedures, or to which the Clerk & Recorder’s Office is required to report and be answerable for its operations.

**PROCEDURE FOR REQUESTING INFORMATION AND PUBLIC RECORDS FROM  
THE KENDALL COUNTY CLERK & RECORDER'S OFFICE**

**FOIA REQUESTS:**

Any person may obtain public records for inspection or copying by submitting a completed Public Records Request form (Exhibit 2) or a written request to any of the below designated FOIA Officers for the Kendall County Clerk & Recorder's Office. The Kendall County Clerk & Recorder's Office will respond to all FOIA requests in accordance with the procedures set forth in FOIA and all other applicable federal and state laws.

**FOIA OFFICERS:**

All FOIA requests to the Kendall County's Clerk & Recorder's Office should be given to one of the following FOIA Officers:

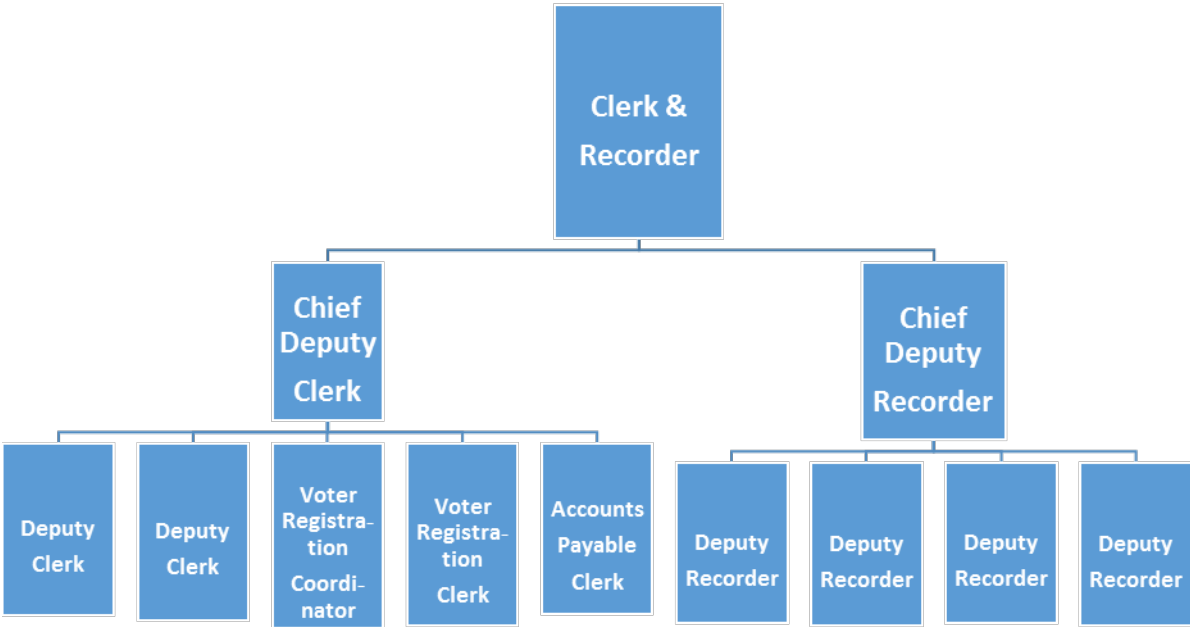
Debbie Gillette, County Clerk & Recorder  
 Renetta Mickelson, Chief Deputy Clerk  
 Natalie Hisaw, Voter Registration Coordinator  
 Kendall County Clerk & Recorder Departments  
 111 W. Fox Street  
 Yorkville, Illinois 60560  
 Telephone: (630) 553-4104, (630) 553-4112  
 Facsimile: (630) 553-4119  
 E-mail: [foiacountyclerk@co.kendall.il.us](mailto:foiacountyclerk@co.kendall.il.us)

**COPY COSTS:**

Except when a fee is otherwise fixed by statute, the Kendall County Clerk & Recorder's Offices will charge the following rates for copies of requested records:

<b>TYPE OF DOCUMENT</b>	<b>FEE</b>
Black and white, letter or legal sized copies	No charge for the first 50 pages and 15 cents per page thereafter
Color copies and odd-sized copies	50 cents per page for the first 500 pages and 45 cents per page thereafter
Computer disc, tape-cassette, compact disc, and/or any other recording medium	The actual cost for the computer disc, tape-cassette, compact disc, and/or other recording medium
Black and White 24" x 36"	\$5.00 a page
Color 24" x 36" and other oversized copies	The actual cost for printing

Office Organization Chart



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## **REQUEST FOR PUBLIC RECORDS**

**NAME:**

\_\_\_\_\_

**ADDRESS:**

\_\_\_\_\_

**TELEPHONE NO.:**

\_\_\_\_\_

**E-MAIL ADDRESS:**

\_\_\_\_\_

**DATE OF REQUEST:**

\_\_\_\_\_

In the space below, please describe the public records you are requesting. In order to expedite the search for records, please be as specific as possible.

\_\_\_\_\_

\_\_\_\_\_

Do you wish to inspect or receive a copy of the requested records?

Inspect \_\_\_\_\_ Copy \_\_\_\_\_ Both \_\_\_\_\_

Do you wish to receive the requested records in hard copy or electronic form, if available?

Hard Copy \_\_\_\_\_ Electronic Form, if available \_\_\_\_\_

Is your request made for a commercial purpose as defined by the Freedom of Information Act (i.e., do you intend to sell the requested records or use the records in advertisement)?

Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of Requestor

Date

### **FOR OFFICE USE ONLY**

Date and Time of Receipt \_\_\_\_\_

How Request Was Sent \_\_\_\_\_

FOIA Officer's Initials \_\_\_\_\_

Date and Time of Response \_\_\_\_\_