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:

111 W Fox St, Yorkville IL 60560;
Phone: 630-553-4104
Fax: 630-553-4119

The Kendall County Clerk & Recorder’s Office currently employs approximately 11 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 fiscal year 2018-2019 is $1,009,265.00.

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 written request to any of the below designated FOIA Officers for the Kendall County Clerk & Recorder’s Office. An electronic records request can be submitted through the Kendall County Public Records Portal, which is located at http://www.co.kendall.il.us under the “FOIA” tab. 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
Rennetta 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

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:

<table>
<thead>
<tr>
<th>TYPE OF DOCUMENT</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black and white, letter or legal sized copies</td>
<td>No charge for the first 50 pages and 15 cents per page thereafter</td>
</tr>
<tr>
<td>Color copies and odd-sized copies</td>
<td>50 cents per page for the first 500 pages and 45 cents per page thereafter</td>
</tr>
<tr>
<td>Computer disc, tape-cassette, compact disc, and/or any other recording medium</td>
<td>The actual cost for the computer disc, tape-cassette, compact disc, and/or other recording medium</td>
</tr>
<tr>
<td>Black and White 24” x 36”</td>
<td>$5.00 a page</td>
</tr>
<tr>
<td>Color 24” x 36” and other oversized copies</td>
<td>The actual cost for printing</td>
</tr>
</tbody>
</table>
Exhibit 1
Office Organization Chart