

REEDOM 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:

FUNCTIONS OF THE KENDALL COUNTY TREASURER’S OFFICE

The Kendall County Treasurer shall receive and safely keep the revenues and other public moneys of the county, and all money and funds authorized by law to be paid to him/her, and disburse the same pursuant to law. The Treasurer shall control the internal operations of his/her office. The Treasurers of all counties shall be ex-officio county collectors of their county. The Kendall County Treasurer is responsible for the county payroll.

PROCEDURE FOR REQUESTING INFORMATION AND PUBLIC RECORDS FROM THE KENDALL COUNTY TREASURER’S OFFICE

FOIA REQUESTS:

Any person may obtain public records for inspection or copying by submitting a completed Public Records Request form or a written request to any of the below designated FOIA Officers for the Kendall County Treasurer’s Office. The Kendall County Treasurer’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 Treasurer’s Office should be given to one of the following FOIA Officers:

Jill Ferko - Kendall County Treasurer and Ex-Officio Collector
Bob Jones - Chief Deputy Treasurer
Pat Walker - Deputy Treasurer
Ronda Thomas - Deputy Treasurer
Office of Kendall County Treasurer
111 West Fox Street
Yorkville, IL 60560
Telephone: 630-553-4124
Facsimile: 630-553-4117
Email: foiatreasurer@co.kendall.il.us

COPY COSTS:

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

TYPE OF DOCUMENT	FEE
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
Duplicate Tax Bill Fee	\$2.00 per Tax Bill for non-homeowner.

CATEGORIES OF INFORMATION KEPT IN THE KENDALL COUNTY TREASURER'S OFFICE

Real Estate Property Tax Records:

Property Tax Payment Records
Property Tax Distribution Records
Judgment Book and Tax Sale Records

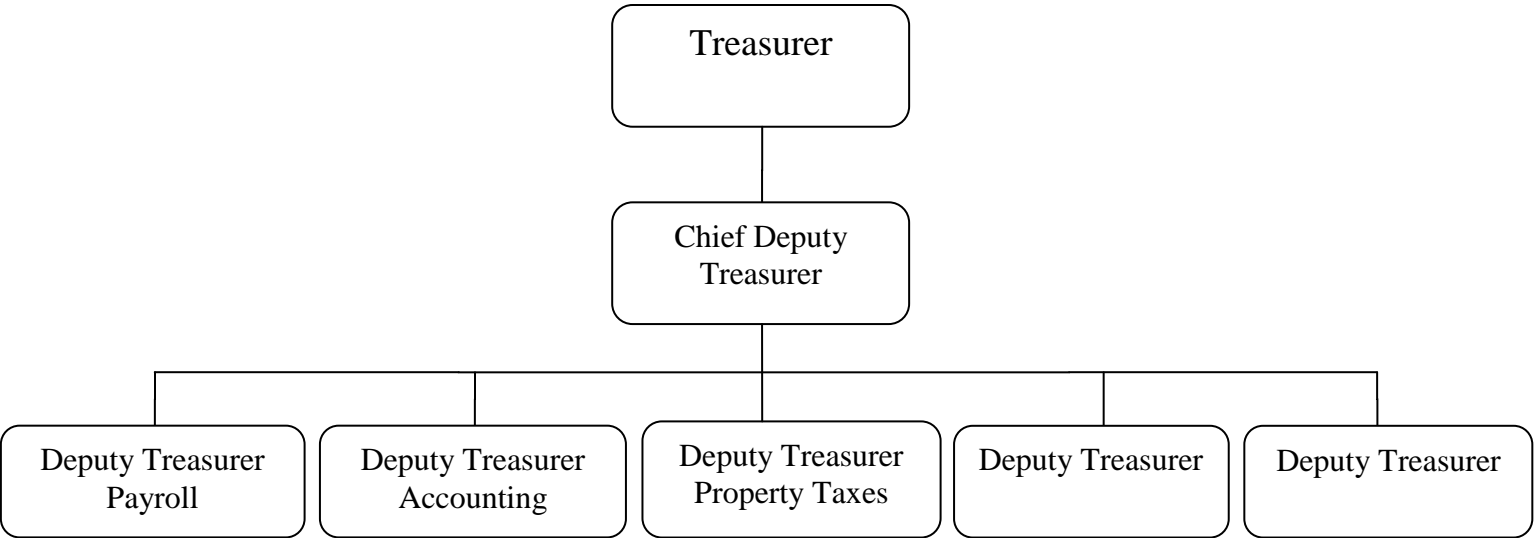
Payroll Records:

Employee salaries, hire dates for all county employees

Financial Records:

County, Forest Preserve, Emergency 911 and PBC Audits
Detail of County Revenues and Expenditures

KENDALL COUNTY TREASURER'S OFFICE ORGANIZATIONAL CHART



**REQUEST FOR PUBLIC RECORDS FROM THE
KENDALL COUNTY TREASURER'S OFFICE**

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

FOR OFFICE USE ONLY

Date and Time of Receipt _____

How Request Was Sent _____

FOIA Officer's Initials _____

Date _____

Date and Time of Response _____