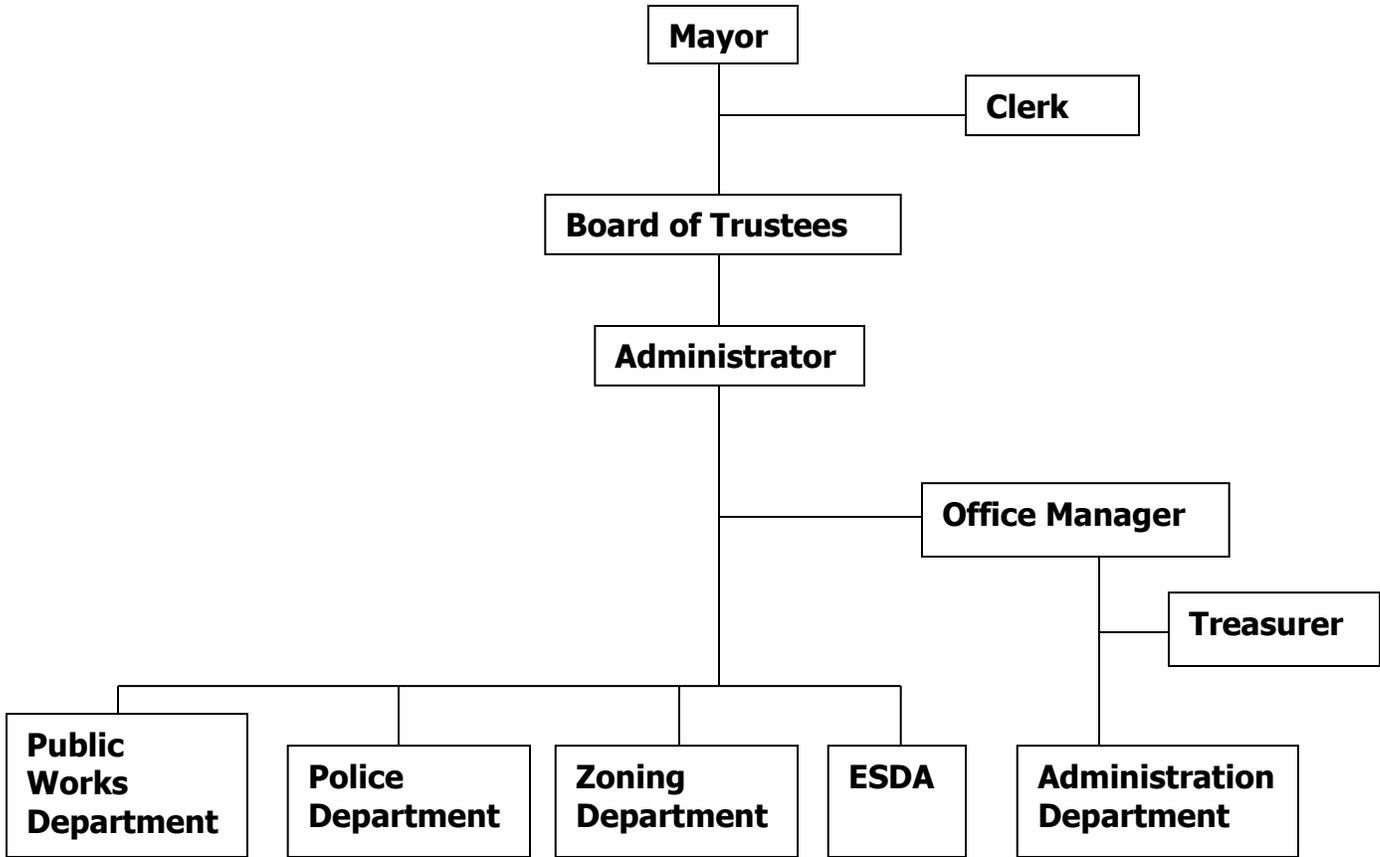


**ADDENDUM "C"**

**BLOCK DIAGRAM OF FUNCTIONAL SUBDIVISIONS**



The Freedom of Information Officers for the Village are:

Name:

Location:

Jerry Lynn Menard  
Village Clerk

14 Southgate Center  
Freeburg, IL 62243

Julie Polson  
Office Manager

14 Southgate Center  
Freeburg, IL 62243

**ADDENDUM "D"**

**MUNICIPAL RECORDS DIRECTORY**

Village of Freeburg

Any person requesting records of the Village of Freeburg may make such a request either in person, orally or in writing at the Village Clerk's office located at 14 Southgate Center, Freeburg, Illinois. Such request should be made to Jerry Menard, FOIA Officer at such address and if she is not present in person, you should see Julie Polson, Deputy FOIA Officer. Another method would be by mailing, faxing or emailing a written request to either Jerry Menard or Julie Polson specifying in particular the records requested to be disclosed and copied. All written requests should be addressed to the FOIA Officer at the address of the Clerk's office. If you desire that any records be certified, you must indicate that in your request and specify which records must be certified.

The fees for any such records, if the person requesting the records wishes them to be copied, are as follows:

First 50 pages, black and white, letter or legal size copies, no cost.

Additional pages, black and white, letter or legal, actual cost to \$0.15.

Electronic records will be formatted subject to reimbursement for costs of recording medium.

Color copies or copies in a size other than letter or legal shall be reimbursed to actual costs.

Costs of certifying a record will be \$1.00.

Records may be furnished without charge or at a reduced charge, as determined by the Village, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.

**ADDENDUM "E"**

**CATALOGUE OF PUBLIC RECORDS**

This catalogue of Village records is listed by department and is divided into various types of records and various categories of records within each type. The "type" of records is meant to be a broad general category and the category is a sub-part of the type.

**Administration Department Records**

- Financial Records
  - Budget
  - Appropriation Ordinance
  - Annual Audits
  - Purchase Orders
  - License fees
- Utility Records
  - Utility bills and receipts
  - Liens
- Village Board Records
  - Board Meeting Minutes
  - Committee meeting minutes
  - Ordinances
  - Resolutions
- Personnel Records
  - Salary Schedules
  - Personnel Policies
  - Employee Handbook
  - Training Records
  - Pension Fund Records
  - Worker's Compensation Records

**Public Works Department Records**

- Utility Records
  - Water system records
  - Wastewater system records
  - Electric system records
  - Utility Permits

**ESDA Records**

- Emergency Response Plan Records

**Zoning Department Records**

- Building Permit Records
  - Building Permit Applications
  - Building Permits
  - Occupancy Permits
- Zoning Records
  - Amendments
  - Variances & Special Use Permits
  - Village Maps
  - Comprehensive Plan

**Police Department Records**

- Police Personnel Records
  - Union Contract
  - Salary Schedules
  - Police Policy Manual
  - Training Records
- Police Equipment Records
  - Equipment Maintenance records
  - Vehicle Maintenance Logs
- Police Activity Records
  - Complaint Files
  - Investigative Files
  - Mutual Aid Agreements
  - Issued Traffic Citations
  - Law Enforcement Agency
    - Data System (LEADS) Records
  - National Incident Management System (NIMS) Records
  - Illinois Law Enforcement
    - Alarm System (ILEAS) Records