

**VILLAGE OF CARPENTERSVILLE
CATAGORIES OF RECORDS**

FINANCE AND ADMINISTRATION

Village Board Regular Meeting Agendas
Village Board Special Meeting Agendas
Minutes of Meetings of Village Boards and Commissions
Ordinances
Resolutions
Board Reports
Correspondence
Budgets
Audits
Accounts Receivable
Accounts Payable
General Ledger
Liens/Releases
Special Service Area Information
Tax information
Treasurer's Reports
Job Descriptions
Salary Information
Personnel Files
Personnel Manual
Personnel Policies
Agreements and Contracts
Business licenses
Liquor licenses
Dog Licenses
Vehicle Tax Applications
Liquor ordinance violation hearings
Solicitors Permits
Consultant studies
Freedom of Information Requests
Village Code
Village Newsletters
Area Business listings
Refuse Collection Guidelines

COMMUNITY DEVELOPMENT DEPARTMENT

Applications for Building Permits
Applications for Zoning Amendments,
Applications for Planned Unit Developments
Applications for Special Uses
Applications for Variances

Building Permits
Reports to Planning and Zoning Commission
Planning and Zoning Commission Minutes
Findings of Fact of Planning and Zoning Commission
Comprehensive Plan
Official Map
Public Hearing Transcripts
Contractor licenses and applications
Inspection Reports
Certificates of Occupancy
Code Enforcement Files
Correspondence
Information guides regarding building permits and zoning requirements
Residential Rental Licensing files
Development Standards and Design Guidelines
Building Code
Mechanical Code
Residential Code
Plumbing Code
Fuel Gas Code
Electrical Code
Energy Conservation Code
Existing Building Code
Property Maintenance Code
Sprinkler Code
Current Census Information

ENGINEERING DEPARTMENT

Engineering Standards
Plats of Subdivision
Site Improvement Plans
Subdivision Plans
Subdivision bonds
Easement documents
Right of way documents
Inspection Reports
Public Improvement Contracts and Bid documents
Correspondence
Contractor Information
Traffic Studies
Consultant Studies
Photographs
Site plans, approved or otherwise
Sewer Televising reports, DVD's, and videotapes
Preliminary plans
Foundation surveys

Final grading surveys
Stormwater reports
Environmental impact statements
Boring logs
Individual site bonds
Motor Fuel Tax (MFT) records

FIRE DEPARTMENT

Fire Reports
Fire Inspections
Paramedic Reports
Correspondence
Ambulance billing information
Material Data Safety Sheets
ISO Insurance Reports
Fire Code
Fire Alarm Code
Fire Prevention Code
Life Safety Code
Sprinkler Code

POLICE DEPARTMENT

Police Reports
Correspondence
Neighborhood Watch Information

PUBLIC WORKS

Applications for Utility Permits
Water Quality Reports
Sewer Reports
Hydrant Flow Tests
JULIE Records
Lift Station Reports
Inspection Reports
Construction Project Files
Service Requests
Sewer Televising documents
Street Light Inventory
Utility Right of Way Permits
Vehicle Maintenance Records
Dig Reports
Water Meter Installation and Repair records
Water Use studies
Consultant Studies
Correspondence