

Debbie Gillette
Kendall County Clerk & Recorder
502 S Main St
Yorkville IL 60560
Main: 630-553-4104 Fax: 630-553-4119

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 assumed name 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:

502 S Main St, Yorkville IL 60560
Phone: 630-553-4104
Fax: 630-553-4119

The Kendall County Clerk & Recorder’s Office currently employs approximately 12 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 2023-2024 is \$1,625,618.00.

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.kendallcountyil.gov> 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:

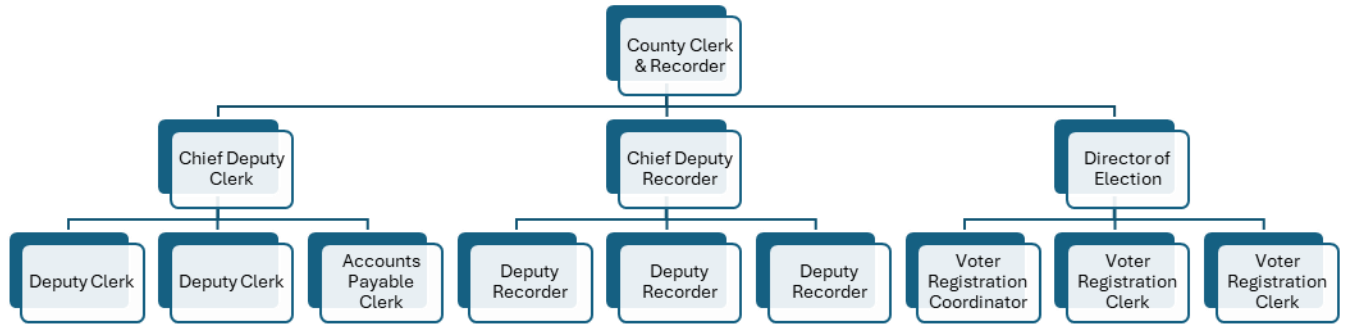
Debbie Gillette, County Clerk & Recorder
Natalie Hisaw, Director of Elections
Kendall County Clerk & Recorder Offices
502 S Main St
Yorkville, Illinois 60560
Telephone: (630) 553-4104, (630) 553-4105
Facsimile: (630) 553-4119
E-mail: foiacountyclerk@kendallcountyil.gov

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:

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
Black and White 24" x 36"	\$5.00 a page
Color 24" x 36" and other oversized copies	The actual cost for printing

Exhibit 1
Office Organization Chart



**CATEGORIES OF RECORDS MAINTAINED BY
THE KENDALL COUNTY CLERK AND RECORDER'S OFFICE
THAT MAY BE PRODUCED PURSUANT TO
ILLINOIS FREEDOM OF INFORMATION REQUESTS**

The following may be immediately produced or inspected upon request pursuant to the Illinois Freedom of Information Act:

- Organizational chart:
- Approved budget:
- FOIA Posting.

The following categories of records under the possession and control of The Kendall County Clerk and Recorder's Office may be made available for production or inspection, subject to exemption, upon request pursuant to the Illinois Freedom of Information Act:

- Office budget information, expenditures, and invoices:
- Employee names, titles, salaries and employment dates:
- Freedom of Information Requests Records:
- Assumed Name Index:
- Statement of Economic Interest Listing:
- Liquor License Log:
- Tax Sale Records:
- Monthly, Semi-Annual and Annual Reports for the Office.

List of Categories of Documents Available on Our Website www.kendallcountyil.gov

- Approved Minutes of the Kendall County Board and meeting packets:
- Kendall County Ordinances:
- Election Results:
- Tax Reports:
- Raffle License Report:
- Permit to Solicit Report:
- Budgets/Financial Reports:
- Contracts:
- Elected and Administrative Officials:
- Illinois Freedom of Information Act:
- Meeting Information:
- Salary & Benefits:
- Taxes & Fees.

List of Categories of Documents Available on Our Website www.kendallcountyil.gov

- Deeds, Mortgages, Releases, Easements, Affidavits, Liens, Judgments, and a Variety of other Related Documents.

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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

FOR OFFICE USE ONLY

TIME OF RECEIPT _____

DATE STAMP: _____

How Request Was Sent _____

FOIA Officer's Initials _____

Date and Time of Response _____