



## Public Records Index

The following is a non-exhaustive list of public records maintained by the City of Sycamore.

### Administration

Labor agreements  
Comprehensive Plan  
Studies (Done By and For The City)  
Special Census Records  
Economic Development  
City Codes  
Unified Development Ordinance

### City Clerk

Bids, Specifications and Proposals  
Board Packets  
Liquor Licenses  
Minutes from City Council and Planning Commission  
Franchises  
Ordinance Violation Tickets  
Ordinances, Resolutions and Proclamations  
Permits (building, special use, temporary use, electrical, plumbing) and applications  
Permits (Block Party, Misc)  
Taxicab Licenses  
Referendum Records  
Election Records  
Intergovernmental Agreements  
Petitions  
Contracts, Leases, and Agreements  
Certificates of Publication, Notices of Hearings  
Dog Licences

### Human Resources

Unemployment Files  
Worker's Compensation Files  
Personnel Files  
Risk Management  
IMRF  
Insurance Policies and Claims  
Inventory of Equipment  
Certificates of Insurance  
Applications for Employment  
Agendas and minutes for the Board of Fire and Police Commissioners and the Safety Committee  
Job Descriptions

### Public Works

Vehicle/Equipment Maintenance  
Street, sewer, sidewalk repair and maintenance  
Snow removal  
Street cleaning  
Leaf collection

### Building & Engineering

Code enforcement and inspection records  
Certificates of occupancy  
Street, alley, water, sewer and other public right-of-way/utility  
FEMA floodplain maps  
Land Use and Zoning Maps  
Tree Planting Records  
Grading Permits  
Building Plans  
Applications & Permits  
Misc. Application & Permits  
Monthly & Annual Permit Activity

### Finance Department

Budgets  
Audits  
Purchase Orders  
Utility Billing  
Real Estate Transfer Tax  
Payroll Records  
Check Copies  
Liens  
Motor Fuel Tax  
Cancelled Checks, Bank Statements, Deposit Slips, Void Checks  
General Obligation Bonds  
General Ledger  
Invoices  
Cash Receipts  
State and Federal Tax Statements  
Revenue Sharing Records  
Tax Records  
Parking Tickets  
Police and Fire Pension Records  
City Newsletters

### Police Department

Crime Reports  
Traffic accident reports  
Traffic, parking, and ordinance violations  
Arrest reports and records  
Annual Reports  
Alarm Permits  
Disaster and emergency management  
Policy Manual

### Fire Department

Fire Suppression and Prevention Records  
EMS/ambulance records  
Fire prevention, safety, and public information materials