

CITY OF PROSPECT HEIGHTS CATEGORIES OF RECORDS MAINTAINED

DEPARTMENT

RECORDS

1) Administration

Liquor licenses
Business licenses
Community relations
Solid waste information
Personnel records
Salary information
TIF
Litigation
Real Estate

2) City Clerk

City Council Meeting Agendas
City Council Meeting Minutes
Oaths of Office
Municipal Code
Ordinances
Resolutions
Ethics Statements for Appointed Boards and
Commissions
Annexations
Contracts/Agreements
Freedom of Information Act requests and
responses

3) Building, Zoning and Engineering

City map
Municipal systems
Flood control
Traffic engineering
Infrastructure improvements
Federal and roadway projects
Zoning cases
Building permits
Health and environmental inspection
information
Building inspection reports
Comprehensive plan
Development plans and agreements
Right of way permits

4) Finance

Annual budget
Annual financial report
Collections and disbursements
Investments
Motor Fuel Tax

5) Police

Incident reports
Traffic statistics
Crime statistics
Prosecution records

6) Public Works

Street maintenance
Municipal building maintenance
Utility maintenance
City vehicle maintenance
Forestry

7) Water

Water billing
Water system maintenance