



**Records Maintained by the Offices under the President**

ADMINISTRATIVE HEARINGS

- Findings, Decisions, and Orders
- Citations
- Case Files
- Transcripts

ANIMAL AND RABIES CONTROL

- Dog Bite Records
- Rabies Vaccinations Information
- Warden Daily Activities

AUDITOR

- Audit Reports

BUDGET AND MANAGEMENT SERVICES

- Budget Reports
- Budget Books (Preliminary Forecasts, Executive Budget Recommendations, Amendments, and Annual Appropriation Bills)
- Grant Information
- Cost Allocation Plans and Indirect Cost Rate Proposals

BUILDING & ZONING

- Permits
- Violations
- Inspection reports
- Certificates of occupancy
- Certificates of general liability insurance

BUREAU OF ADMINISTRATION

- Local Records Applications and Records Disposal Certificates
- Administrative Correspondence
- Press Releases
- Budget Worksheets
- Charity Records
- Child Support Affidavits
- Departmental Information Brochures and Pamphlets
- General Studies
- Bills, Invoices and Vouchers
- Printing and Graphics Order Tickets
- Speed Enforcement Violations
- Meeting Agendas
- Statistical Reports

BUREAU OF ASSET MANAGEMENT

- Cook County Benchmarking Reports
- Calendars
- Press Releases
- Administrative Correspondence
- Statistical Reports
- Meeting Agendas
- Meeting Minutes

BUREAU OF ECONOMIC DEVELOPMENT

- Administrative correspondences
- Budget Worksheets
- Bills, invoices, and purchase orders
- Brochures and Pamphlets
- Departmental Information
- Internal HR Records
- Meeting Agendas
- Intergovernmental Agreements
- Professional Services Agreements
- Grant Agreements
- Amendments to Agreements

BUREAU OF FINANCE

- Bond Transactions
- Debt Management
- Investor Relations
- Comprehensive Annual Financial Report
- Independent Revenue Forecasting Commission
- Pension Intergovernmental Agreements
- Living Wage Ordinance

BUREAU OF HUMAN RESOURCES

- Personnel Files
- Job Descriptions
- Notice of Job Opportunity Postings
- Ineligible for Hire List
- Personnel Rules and Policies
- Collective Bargaining Agreements
- EEO Reports
- Compliance Reports

BUREAU OF TECHNOLOGY

- IV&V Reports
- OUP Time and Attendance
- IT Project Management Information
- OUP Hardware/Software Deployment

CAPITAL PLANNING

- Contracts/Agreements/Amendments
- Project Record Documents
- Invoices
- Capital Improvement Plan
- Portfolio Monthly Reports

COMPTROLLER

- Vendor Payment Reports
- Invoices
- Payroll Reports
- General Accounting: Trial Balance, Account Reconciliation and Transactional Reports
- Financial Reports/Statements

CONTRACT COMPLIANCE

- MBE, WBE, VBE, SDVBE and PDBE Certificates
- Certification Applications
- Business Diversity Reports

EMERGENCY MANGEMENT AND REGIONAL SECURITY

- Attendance Records
- Internal HR Records
- Financial Transactions
- Vehicle Related Records
- Miscellaneous Administrative Documents
- Grant Records
- Requests for Resources for Critical Incident Mitigation
- Equipment Maintenance Records
- Equipment Availability Status
- Emergency Operation Plans
- Intergovernmental or Interagency Agreements
- Memoranda of Understanding
- Mutual Aid Agreements
- Correspondence

#### ENVIRONMENT AND SUSTAINABILITY

- Permits
- Violations
- Inspection Reports
- Complaints

#### FACILITIES MANAGEMENT

- Work Orders
- Invoices

#### HUMAN RIGHTS AND ETHICS

- Complaints
- Investigations
- Decisions and Orders
- Advisory Opinions

#### JUSTICE ADVISORY COUNCIL

- Grant Information
- Meeting Agendas
- Meeting Minutes

#### LAW LIBRARY

- Library Visitor Statistics
- Incident Reports

#### MEDICAL EXAMINER

- Medical Examiner Case Records
- Coroner's Inquest Records

#### OFFICE OF THE PRESIDENT

- Administrative Correspondence
- Appointment Records, Calendars, Schedules
- Contracts, Leases and Agreements
- Bills, invoices and purchase orders
- Boards and Commissions Appointment Files
- Legal Files
- FOIA Requests and Responses
- Intergovernmental Affairs Records
- Investigative Reports
- Press Releases

#### PLANNING AND DEVELOPMENT

- Community Development Block Grant Files
- Tax Incentives records
- No Cash Bid records
- Home Investment Partnerships Program (HOME) Files
- Community Development Block Grant-Disaster Recovery Program (CDBG-DR) Files
- Intergovernmental Agreements
- Professional Services Agreements
- HUD Section 108 Loan Documents
- Amendments to Agreements

#### PROCUREMENT

- Contracts
- Amendments
- IFBs/RFPs/RFQs
- Bids/Qualifications/Proposals
- Bid tabulations and Evaluation Summaries
- County Surplus Auction Records
- County Vehicle Titles

#### DEPARTMENT OF REVENUE

- Citations
- General Business Licenses
- Wheel Tax Licenses
- Liquor Licenses
- Video Gaming Licenses
- Alarm Permits
- Audits
- Tax Assessments
- Investigation Reports
- Settlement Agreements
- Tax Returns
- Payment Receipts
- Credit/Refund Files
- Tax Stamp Orders
- Fee/Fine Collections

#### REAL ESTATE MANAGEMENT

- Ownership Files
- Purchase and Sale Agreements
- Surplus Assets Information
- Lease Agreements
- Appraisal Reports
- Maps and Land Surveys

#### RESEARCH, OPERATIONS AND INNOVATION

- Annual Performance Report
- Department Mission KPIs Report Inventory
- Department Program KPI Inventory
- Submitted Innovation Inventory

#### RISK MANAGEMENT

- Workers Compensation Claims Information
- General Liability Claims Information
- Paid Claims Information – Workers Compensation and Liability
- Patient Arrestee Claims Information
- Group and Voluntary Benefits Plans
- Group and Voluntary Benefits Enrollment

#### SECRETARY TO THE BOARD

- Board Meeting Agendas
- Meeting Minutes
- Board Meeting Video
- Board Meeting Audio

#### TRANSPORTATION AND HIGHWAYS

- Right of Way Records
- As-built Construction Plans
- Permits
- Highway Jurisdiction Maps
- Intergovernmental Agreements
- Jurisdictional Transfer Agreements
- Project Development Reports
- Traffic Signal Timing Information
- Roadway and Drainage Information
- Utility Atlas and Sewer Maps
- 2020-2024 Proposed Transportation Improvement Program
- Maintenance Bureau Work Orders
- Long Range Transportation Plan
- Cook County Freight Plan
- NPDES MS4 Annual Reports
- Public Meeting Presentations and Exhibits

#### VETERANS AFFAIRS

- Administrative Correspondence from veterans
- Veteran and Non-profit Correspondence non-profit organization - Veterans Assistance Commission of Cook County
- Intergovernmental agreements with Veterans Assistance Commission of Cook County
- Invoices – Veterans Assistance Commission of Cook County

#### ZONING BOARD OF APPEALS

- Meeting Agendas
- Meeting Minutes
- ZBA Cases
- Findings of Facts
- Notices of Decisions for Zoning Relief Cases
- Updated County Ordinances for Special Uses and Map Amendments