

# VILLAGE OF YATES CITY

## FOIA REQUIREMENTS/PROCEDURES

### **STATEMENT OF PURPOSE**

The Village of Yates City is a unit of local government organized under the laws of the State of Illinois and governed by a Village President and Board of Trustees. The Village conducts municipal business, maintains public records, and provides local government services for the benefit of its residents and community.

### **FOIA OFFICER**

Neely Carr, Village Clerk

### **Requesting Information or Public Records**

Anyone who would like to request information or public records must submit their request in writing, in person, by mail or by telefax. For convenience, a form is available at Village Hall or on our website.

[www.villageofyatescity.gov](http://www.villageofyatescity.gov)

### **FEE SCHEDULE**

The fee for records is as follows:

Black and white copies (legal or letter), no charge for first 50 pages, \$0.15 per page thereafter.

Certification: \$1.00

Maps: \$5.00

Mailing: Cost of Postage

All fees must be paid prior to the release of records. All fees must be paid in cash by cashier's or certified check or by money order prior to copying, certification and/or mailing any public record.

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### **Municipal Offices**

Village Hall  
102 W Main Street  
Yates City, IL 61572

### **Water Department**

Public Works  
113 W Main Street  
Yates City, IL 61572

### **Employees**

Full Time Employees – 1  
Part Time Employees – 7

### **Functional Subdivisions of the Village of Yates City**

#### **Governing Body**

##### ***Elected***

President  
Village Trustees

#### **Administrative Offices**

##### ***Appointed***

Village Clerk  
Village Treasurer  
Village Attorney

#### **Operations**

Public Works

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### **Types of categories of records maintained by the Village Pursuant to the Illinois FOIA**

Agreements  
Annexations  
Audits  
Bank records  
Bids  
Budgets  
Contracts  
Deeds  
Employee/payroll  
Easements  
Insurance  
Invoices  
Licenses/permits  
Maps  
Minutes-all boards and commissions  
Motor Fuel Tax  
Ordinances/resolutions  
Plats  
Petitions  
Proclamations  
Publications  
Receipts  
Utilities

The foregoing are records to be found in the Village Clerk's office.

Attention: Village Clerk  
Village of Yates City  
102 W Main Street  
Yates City, IL 61572  
Telephone: (309) 358-1694  
[www.villageofyatescity.gov](http://www.villageofyatescity.gov)

- The above list of records is to be considered a representative example of records maintained by the Village and are not meant to be all inclusive or limited to what are noted.
- The Village of Yates City affirms to follow the compliance requirements of the Act. However, the Act is not intended to require that the Village interpret or advise requestors as to the meaning or significance of any public record. The Act does not unreasonably require the Village to create a record that does not exist.
- The Village of Yates City municipal code is available for public review. The code contains all ordinances which have been codified.