

## CATEGORIES OF RECORDS MAINTAINED

### DEPARTMENT

### RECORDS

1. Village Manager	Community Relations Liquor Licenses
2. Building Department	Electrical Plumbing Zoning Building Signs Elevators Licenses other than Liquor Fire Inspections
3. Village Clerk	Village Board Meeting Agendas Village Board Meeting Minutes Oaths of Office Municipal Code Ordinances Resolutions Village Ethics Statements for Appointed Boards and Commissions Annexations Contracts/ Agreements Subdivisions
4. Engineering	Village Map Municipal Systems Flood Control Motor Fuel Tax Traffic Engineering Infrastructure Improvements Board of Local Improvements Federal & Roadway Projects Flood Plain Maps
5. Finance	Annual Budget Annual Financial Report Collections & Disbursements Special Assessments Investments Water Billing Purchasing Capital Improvements Budget
6. Fire	Fire Suppression Ambulance Fire Training

## 7. Health

Food Handling  
Inspections  
Solid Waste Information  
Nursing Services  
Human Services  
Disability Services  
Public Health Nuisance Complaints  
Swimming Pool Inspections  
Water Well Sampling Data  
Radon Test Results  
Counseling Services  
Teen Center Users  
Senior Center Members  
Child Immunization Records  
Flu Shot Patient Data  
TB Testing Records  
Home Health Patient Records  
Emergency Assistance Client  
Information

## 8. Human Resources

Personnel Records  
Job Descriptions  
Salary Ranges

## 9. Legal

Freedom of Information Act Requests  
and Responses  
Litigation  
Real Estate  
Prosecution Records

## 10. Planning

Comprehensive Plan  
Community Development Block Grant  
First Time Homebuyer Program  
Landscape & Design  
TIF  
Plan Commission  
Design Commission  
Arts Commission  
Arlington Economic Alliance  
Housing Commission  
Advisory Committee on O'Hare Noise  
Redevelopment Plans & Agreements

## 11. Police

Incident Reports  
Traffic Statistics  
Crime Statistics

## 12. Public Works

- Street Maintenance
- Municipal Building Maintenance
- Utility Maintenance
- Traffic Signal Maintenance
- Village Vehicle Maintenance
- Street Light Maintenance
- Water System
- Sewer System
- Forestry
- Right-of-Way Permits
- Telephone System