



*Angela Kaiser*

*Jo Daviess County Clerk and Recorder  
330 N. Bench Street, Room 108  
Galena, Illinois 61036-1828  
Phone 815.777.0161/Fax 815.777.3688*

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## **FREEDOM OF INFORMATION ACT POSTING**

The purpose of the Freedom of Information Act ("FOIA") is to ensure that all persons are entitled to full and complete information regarding the affairs of government, and the official acts and policies of those who represent them as public officials (5ILCS 140/1). Pursuant to FOIA, the following information is made available to the general public:

### **BACKGROUND INFORMATION**

**PURPOSE:** The Jo Daviess County Clerk and Recorder is elected by the voters of Jo Daviess County for term of four years.

The County Clerk and Recorder has the exclusive and statutory responsibility of filing marriage licenses, birth and death certificates, tax extensions and business licenses. The Clerk and Recorder is also the keeper of the County Board minutes, ordinances, resolutions and all property transaction records including deeds, mortgages, liens and other miscellaneous records. The Clerk and Recorder provides for the legal registration of voters, the maintenance of the voting records and administers elections of national, state and county officials within Jo Daviess County.

In Jo Daviess County, the Clerk and Recorder pays all county bills as approved by the County Board, administers the county payroll and manages employee participation in health insurance, deferred compensation and the Illinois Municipal Retirement Fund.

**EMPLOYEES:** The Jo Daviess County Clerk and Recorder does employ six full-time employees and one part-time employee.

**BUDGET:** The total operating budget for the Jo Daviess County Clerk and Recorder's Office for the Fiscal Year 2020 is \$656,629.00.

**BOARDS:** There are no boards, commissions, committees or councils that operate in an advisory capacity relative to the operation of the Clerk and Recorder's Office or that exercise control over its policies or procedures, or to which the Clerk and Recorder is required to report and be answerable for its operations.

## **PROCEDURE FOR REQUESTING RECORDS**

**FOIA REQUESTS:** Any person may request public records for inspection or copying by completing and submitting a Request for Public Records form via U.S. Mail, E-mail, Facsimile or in person; or by any written request to any of the below designated FOIA officers. Responses will be sent in the designated time periods allowed for all FOIA requests in accordance with the procedures set forth in FOIA and all or applicable federal and state laws.

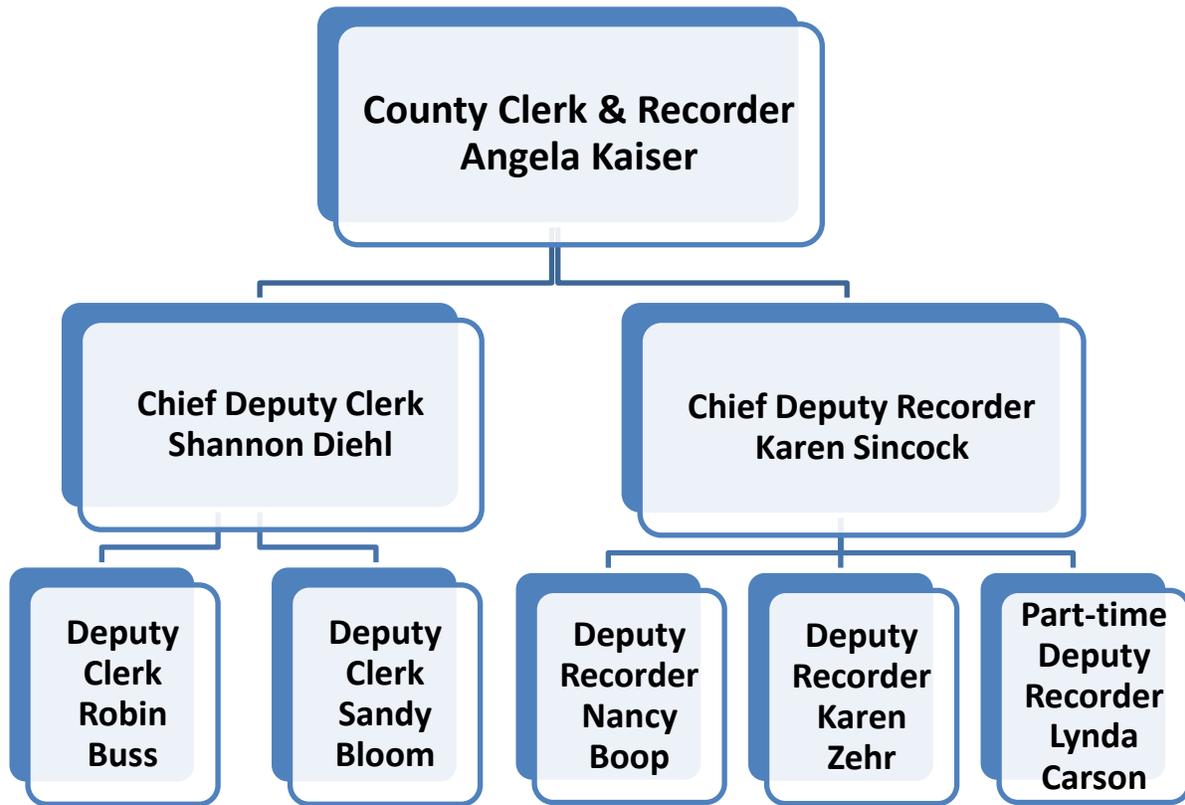
**FOIA OFFICERS:** All FOIA requests to the Jo Daviess County Clerk and Recorder's Office should be submitted to one of the following FOIA officers:

Angela Kaiser, County Clerk and Recorder  
Shannon Diehl, Chief Deputy County Clerk  
Robin Buss, Deputy County Clerk  
Sandy Bloom, Deputy County Clerk  
330 N. Bench St., Galena, IL 61036  
Telephone: (815) 777-0161  
Facsimile: (815) 777-3688  
E-Mail: [county\\_clerk@jodaviess.org](mailto:county_clerk@jodaviess.org)

**COPY COSTS:** Except when a fee is otherwise fixed by statute, the Jo Daviess County Clerk and Recorder will charge the following rates for copies of requested records:

<b>TYPE OF DOCUMENT</b>	<b>FEE</b>
Black and white, letter or legal sized copies	No charge for the first 50 pages and 15 cents per page thereafter
Color copies and odd-sized copies (letter up to 11" x 17")	The actual cost for reproducing the record
Black and White 24" x 36"	The actual cost for reproducing the record
Color 24" x 36" and other oversized copies	The actual cost for reproducing the record
Computer disc, tape-cassette, compact disc, and/or any other recording medium	The actual cost for the computer disc, tape-cassette, compact disc, and/or other recording medium

## JO DAVIESS COUNTY CLERK AND RECORDER ORGANIZATIONAL CHART



### RECORDS MAINTAINED BY THE JO DAVIESS COUNTY CLERK AND RECORDER'S OFFICE THAT MAY BE PRODUCED PURSUANT TO ILLINOIS FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

The following categories of records, under the possession and control of the Jo Daviess County Clerk and Recorder's Office, may be made available for production or inspection, subject to exemption, upon request pursuant to the Illinois Freedom of Information Act (FOIA):

- Birth, Death & Marriage Records
- Tax Extension Records
- Tax Redemption Records
- Election Results
- Liquor Licenses and Applications
- Economic Interest Statements
- County Board Minutes
- Payroll Records
- County Claims
- Notary Commissions
- County Code of Ordinances
- Assumed Names
- County Resolutions