



Village Records Directory and Catalogue
Updated: 7/14/2016

Any person requesting records of the Village of Northfield may make such a request by writing, faxing, or emailing a written request or submitting a request on the Village’s website to the appropriate FOIA Coordinator or to the Village Clerk’s office located at 361 Happ Road, Northfield, IL 60093. Such request should be addressed to the FOIA Coordinator for the specific Department where the records would be located. Your written request must specify if the records requested are to be personally inspected or copied. If you desire that any records be certified, you must indicate that in your request and specify which records must be certified.

The fees for any such records, if the person requesting them wants them to be copied, are as follows:

No Charge	First 50 pages (black and white, letter or legal size copies)
\$0.15/per page	Additional pages over 50 (black and white, letter or legal)
Actual Cost	Electronic records will be formatted subject to reimbursement for costs of recording medium
Actual Cost	Color copies or copies in a size other than letter or legal
\$1.00	Costs of certifying a record
\$5.00	Accident Reports/each (per State Statute)

Records may be furnished without charge or at a reduced charge, as determined by the Village, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.



Catalogue of Records

Village Clerk

Ordinances (1966-present)

Resolutions (1991 to present)

Agreements/Contracts (1990 to present)

Agendas and Summary Notes (Summary Notes – hard copy and tape)

Committee of the Whole

Village Board

Architectural Commission

Board of Police Commissioners

Traffic and Transportation Committee

Plan and Zoning Commission

Zoning Board of Appeals

E911 Board

Other Village Board Committees

Board Packets (by date of meeting)

Administration

ADA – Americans with Disabilities

Annexations

Arbor Day Program

AT&T

Certificates of Insurance

ComEd

Comprehensive Plan

Consultants

Cook County

Board of Commissioners

Highway Dept.

Homeland Security

Housing

Forest Preserve

Public Health Dept.

Sheriff

Road Transfers

States Attorney

Treasurer

Correspondence with Residents



The Village of Northfield

Deer Management Program

Departments

Community Development

Fire-Rescue

Police

Public Works

Elections

Emerald Ash Borer (EAB)

Employee Recognition Programs

Engineering Consultants

Ethics Statements

Fair Housing

Farmers Market

FEMA

Film Production

Flooding in Northfield

Freedom of Information (FOIA)

Glencoe Agreement

Home Rule

Homeland Security

Illinois – State of

Commerce Commission

Dept. of Natural Resources

Dept. of Transportation (IDOT)

Environmental Protection

Health

Labor

Water Allocation

Kraft Construction

Leases

Library

Post Office

Liquor Licenses – Information and Violations

Metropolitan Water Reclamation Dept. (MWRD)

Mystik Tape Property

Nicor Gas

Noise Wall Studies

Northfield Historical Information

Northfield Park District



The Village of Northfield

Northfield Library
Northfield Newsletters
Northfield Village Center Condos
NWMC (Northwest Municipal Conference)
Optima Developer
Otis Corp. (developer)
Policy and Procedures
Property Info by Address
Public Works/Fire-Rescue Facility Construction
Railroad Issues
 1981 Grant
 ROW Sale
 Skokie Swift Extension
 Union Pacific
Redflex
Referendum Committee Info
Request for Proposal (RFPs)
Resident Input
Restaurants (Northfield)
Roads
 N. Happ
 Central/W. Frontage
 Edens
 Sunset Ridge Road
 Winnetka Road
Schools
 District 29
 New Trier
 Other
Senior Assistance Program
Sterling Codifiers
Stormwater
 Damage
 Drainage
 Detention
 Public/Private
SWANCC
Techny Property
 Agreement



The Village of Northfield

- Development
- Tree City USA
- Villages (various) – Correspondence
- Waste Management
- Water Issues
- Web Site/Internet
- Willow Road

Community Development Department

Agendas, Summary Notes, Staff Reports and Petitioner Applications

- Architectural Commission
- Plan and Zoning Commission
- Zoning Board of Appeals

Fire Inspection

- Correspondence
- Reports

Maps

- Floodplain
- Storm Sewer
- Water and Sanitary Sewer
- Zoning

Property Files – every address in Northfield

- Complaints
- Correspondence
- Permits Issued

Finance Department

- Accounts Payable
- Accounts Receivable
- Business Licenses
- General Ledger
- Personnel
- Payroll
- Retirement Benefits
- Water Billing
- Water Meter Readings – all properties

Fire-Rescue Department

- Ambulance Bills



The Village of Northfield

Fire Calls (Incidents, Dates, Location, Frequency)

Police Department

Under Development

Public Works Department

Hydrant Flow Tests and Locations

Julie Locate Tickets

Maps - Sewer and Water Main

RPZ Valve Master List

Salt and Plowing (miles, hours, dates, frequency)

Water Account Information

(equipment location and type based on property address)

