Village of Manhattan
Documents or Categories of Records Under Village Control

By Department

**Finance Department**

**General Finance Department Files**
- Bonds and Debt issued by the Village
- Village Insurance Coverage
- Grant Documents
- Listing of Village assets

**Accounts Payable**
- Vendors
- Checks/Disbursements
- Bank Statements

**Accounting**
- Investment Report
- Unaudited Monthly Financial Report
- Annual Audited Financial Statement
- Annual Budget
- General Ledger Journal Entries and Postings

**Cash Receipts**
- Deposits and associated reports
- Revenues collected

**Human Resources/Payroll**
- Employee Personnel Files
- Salary Reports
- **Employee Insurance** – Health/Dental/Vision/Life Insurance coverage types and amount of premiums
- **Collective Bargaining Agreements** – Union contracts
- **Employee Handbook** – Village employee personnel policy

**Billings**
- **Listing of addresses served** – Addresses of utility accounts
- **Water consumption** – Total amount of water billed/consumed (Not by Address)

**Building Safety Department**

1. Administrative Correspondence and Reference Files
2. Building Plans
3. **Individual New Construction Permit Files**
   a. Permit Application
   b. Permit Fee Schedule
   c. Record of Inspections
   d. Certificate of Occupancy
4. Miscellaneous Permit Applications
5. Building Safety Department Monthly Reports
6. Contractor Registration Files
   a. Application for Registration
   b. Certificates of Insurance
   c. Record of Complaints Against Contractor
7. Inspection Schedules
8. Code Compliance Complaints
9. Code Violation Records
10. Special Flood Hazard Area Files
    a. Letters Of Map Amendment issued
    b. Letters Of Map Revision issued

**Police Department**

Offense Reports
Crash Reports
Ordinance Violation
State Traffic Issue Citations
Vehicle Tow Forms
Administrative Tows
Monthly Department Report
State UCR Report
Equipment Purchase
Training Records: Officers Training Certificates and qualifications.

**Police and Fire Commission**

Administrative Correspondence Files
Administrative Fiscal Files
Application and Promotional: Eligibility lists for individuals placed on the Eligibility Registers for new-hires or promotion.
Application Files - Failed or Not Placed On Eligibility List.
Citizen Complaints
Disciplinary Hearing Files
Legal Case Files - (Agency Record Copies)
Minutes of the Board of Police and Fire Commissions.
Employment Files - Applications for employment, psychological evaluations, oaths, verification of military service, certificates of appointment, examinations and/or score sheets, records of disciplinary action, fingerprint records, criminal history, background checks, verification of education/training and past employment, letters of resignation and notification of retirement for all sworn personnel in the Public Safety Department.

**Rules and Regulations of the Board of Fire and Police Commissioners**

**Village Clerk Records**

Ordinances
Resolutions
Minutes of the Village of Manhattan Board of Trustees
Annexation Agreements
Village Easements
Bid Documents and Contracts
Application for Authority to Dispose of Local Records and Disposal Certificates
Administrative and Miscellaneous Correspondence
Liquor Applications and Liquor Licenses
Village Property Tax Identification
Intergovernmental Agreements
Village Vehicle - Title and registration for Village Vehicles.
Contracts
Village Codes
Election Records

Development Department

Site Plans
Plats of Subdivision
Plats of Dedication
Plats of Vacation
Other General Development/Subdivision files

Administration

General Administration Files: Village Newsletter, State of the Village, Legislative Reception, Fun Day, Board Packets, Utilities, IDOT, IEPA, etc.

Correspondence

Village Projects; Enbridge, Wastewater, Metra, Boundary Agreements, Market Study, etc.

Will County Information; Road Impact, Department of Highways, Governmental League, Stormwater Ordinance

Public Works Department

Street Department
Snow Removal Totals
Salt Usage
Street Light Repairs
Street Maintenance
Pot Holes
Street Sign Repair/Replace
Resident Requests
Fuel Usage
Vehicle Maintenance
Time Audit Sheets
Paving Projects
Graffiti Removal

Water Department
Billing
JULIE Requests
Meter Service Calls
Meter Readings
Meter Installation
Hydrant Flushing
Inventory
Water Quality Reports
EPA Reports
Safety Meetings
New Construction Sample Results
Water Leak Repairs

**Wastewater Treatment Plant**
Annual "503" Report
Weekly IEPA Sampling
Quarterly Bio-solids Sampling
Monthly "DMR'S"
Daily Analysis Worksheet
Annual Sludge Application
Sludge Quantity and Concentration
Sludge User Information Sheets
Sewer repairs