

**Illinois Freedom of Information Act (FOIA) (5 ILCS 140/)**  
**Four Rivers Sanitation Authority ("Authority")**  
**List of Items Considered Public Records**

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**Public records** is defined as "all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, recorded information and all other documentary materials, regardless of physical form or characteristics, having been prepared, or having been or being used, received, possessed or under the control of any public body".

Public records generally include, but are not limited to:

Administrative manuals, rules and instructions

Annual Reports

Annual Budgets

General Correspondence

Policy formally adopted by the Authority

Personnel records containing employee names, positions, dates of employment and salaries

Information relating to any grant or contract made by or between the Authority and another public body or private organization, including certified payroll records submitted to the Authority under Section 5(a)(2) of the Prevailing Wage Act (certain information contained in these payrolls may be redacted)

Minutes of Authority Board of Trustees Meetings

Names of every official and final records of voting in all proceedings of the Authority Board of Trustees

All information in any account, voucher or contract dealing with the receipt or expenditure of public or other funds of the Authority

Financial documents including audited financial statements, investments, bond retirement, insurance policies and deposits data for all funds

Agreements between the Authority and various contractors, consultants, public utilities, unions, etc.

Applications for any contract, permit, grant or agreement, unless otherwise exempt

Each report, document, study or publication prepared by independent consultants or other independent contractors

Settlement Agreements entered into by or on behalf of the Authority

Procurement contracts with support documentation such as purchase orders, confirming releases, emergency purchases, requisitions and change notices

All other information required by law to be made available for public information