

GENERAL LIST OF RECORDS: (*Records Immediately Available)

ACCIDENT REPORTS

- * ACCOUNTS PAYABLE AND RECEIVABLE
- * ADMINISTRATIVE CORRESPONDENCE FILES (INCLUDING E-MAIL)
A.D.A. COMPLIANCE RECORDS
AGREEMENTS AND LEASES
- * ANNUAL FINANCIAL STATEMENT FOR PUBLICATION
APPLICATIONS FOR EMPLOYMENT
APPLICATION FOR USAGE OF WPD FACILITIES
- * APPOINTMENT CALENDARS
- * AUDITS AND BACKUP WORKSHEETS
BACKGROUND CHECKS (CRIMINAL HISTORIES)
BEHAVIORAL INCIDENT REPORTS
BID RECORDS
- * BOARD PACKETS
- * BUDGETS AND/OR BUDGET WORKSHEETS
BUILDING AND FACILITY USAGE
- * CALENDAR OF EVENTS
CANCELLED BONDS AND COUPONS
CANCELLED CHECKS, BANK STATEMENTS AND DEPOSIT SLIPS
CERTIFICATES OF INSURANCE
- * CERTIFICATES OF PUBLICATION, NEWSPAPER CLIPPINGS, NOTICES OF HEARINGS, LETTERS, ETC.
CERTIFICATES OF STATUS OF EXEMPT PROPERTY
- * COMPREHENSIVE PLAN FOR THE PARK DISTRICT
CONSTRUCTION RECORDS
CONTRACTS, LEASES AND AGREEMENTS FOR GOODS AND/OR SERVICES
DONATION RECORDS
- * ELECTION RECORDS
ELEVATOR INSPECTIONS
- * EMERGENCY RESPONSE PLAN
EMPLOYMENT ELIGIBILITY VERIFICATION RECORDS / I-9'S
EQUIPMENT CHECK OUT/IN RECORDS
- * FACILITY RENTAL FEE SCHEDULES
FEDERAL CENSUS RECORDS
FIELD USAGE SCHEDULES
FIRE ALARM AND SPRINKLER INSPECTIONS
FITNESS CENTER AND OPEN GYM CHECK IN/SIGN IN RECORDS
- * "FREEDOM OF INFORMATION ACT" REQUESTS AND DENIALS

- * GOALS AND OBJECTIVES OF THE PARK DISTRICT
- GRANT RECORDS
- HEALTH DEPARTMENT INSPECTIONS/PERMITS
- IL MUNICIPAL RETIREMENT FUND RECORDS
- INDEPENDENT CONTRACTOR AGREEMENTS
- INSPECTIONS
- INVENTORIES OF EQUIPMENT AND SUPPLIES
- INVESTMENT RECORDS
- * JOB DESCRIPTIONS
- KEY ISSUANCE RECORDS
- LEDGERS AND JOURNALS
- LEGAL CASE FILES/OPINIONS
- LISTS OF ASSETS/CAPITAL EQUIPMENT REPLACEMENT SCHEDULES
- * LONG RANGE PLANS AND GOALS
- * MAPS, PLATS AND BLUEPRINTS OF PARKS BUILDINGS
- MASTER PLAN FOR THE PARK DISTRICT
- * MATERIAL SAFETY DATA SHEETS
- MILEAGE LOGS
- MINUTES AND AGENDAS
- * MONTHLY/YTD REPORTS
- NEEDS ASSESSMENT SURVEYS
- ORDINANCES AND RESOLUTIONS
- * PAID BILLS
- PARK DISTRICT PAMPHLETS AND BROCHURES
- * PARK DISTRICT PROPERTY AND BOUNDARY MAPS
- PARK MANAGEMENT STUDY
- PARTICIPANT WAIVERS AND REGISTRATION RECORDS
- PATRON COMPLAINTS
- PAYROLL REPORTS AND RECORDS
- PETITIONS
- PLANT LISTS
- POLICY AND PROCEDURE MANUALS
- PREVAILING WAGE
- PROGRAM CLASS AND TRIP LISTS
- PROGRAM RECORDS AND REGISTRATIONS (ALL PROGRAMS)
- PROPERTY APPRAISALS
- PROPERTY RECORDS
- PURCHASE ORDERS

- * RECEIPTS (ALL AREAS)
- * RECORDS OF MEETINGS MINUTES
REFERENDUM RECORDS
- * REFUNDS
SCHOLARSHIP RECORDS
LEAVE REQUESTS
EMPLOYEE TAX STATEMENTS, RECORDS AND REPORTS
SAFETY TRAINING
STATEMENT OF ECONOMIC INTEREST LISTS
SURVEYS, QUESTIONNAIRES AND PARTICIPANT FEEDBACK
TAX LEVIES
- * TAX PROTEST/COMPLAINTS/OBJECTIONS
THEFT/VANDALISM REPORTS
TIME SHEETS
BOND RECORDS
UNEMPLOYMENT RECORDS
VEHICLE AND EQUIPMENT MAINTENANCE FILES
VENDOR LIST
- * VISITOR/GUEST SIGN-IN SHEETS
WORK ORDERS
WORK AND VACATION SCHEDULES
WORKER'S COMPENSATION RECORDS