

List of Public Records Of Madison County Government

Attached is a list of public records and/or categories of public records maintained by the various Offices and Departments of Madison County Government.

Animal Care and Control - List of Public Records

1. Dog and Cat Registration List
2. Dog and Cat Records (for animals kept in pound for the past two years)
3. Complaint Files
4. Complaint Files for Vicious and Dangerous Dogs
5. Bite Case Reports

Auditor - List of Public Records

1. Comprehensive Annual Financial Report
2. Annual Audit Report and Management Letter
3. OMB Circular A-133 Audit Report
4. State of Illinois Annual Financial Report
5. Annual Circuit Clerk Audit Report
6. Auditor's Quarterly Report
7. Copies of Budget and Appropriation Ordinances
8. Copies of Tax Levy Ordinance and Tax Rate Data
9. Paid Accounts Payable Invoices
10. Contracts, Renewals, Agreements, and Lease Agreements
11. Census Records
12. Grant Agreements
13. Fixed Asset Inventories
14. Financial System General Ledger Details
15. Replacement Tax Allocation Notices
16. SSA #1 Water Consumption Reports
17. SSA #1 Billing Reports
18. SSA #1 Receipt Reports
19. SSA #1 Account Receivable Balance Reports
20. Report of 1099's Issued
21. Freedom of Information Request

Board of Review - List of Public Records

1. Home Improvement Exemption
2. Board of Review Complaint Files
3. Property Tax Appeal Board Complaint Files
4. Religious and Non-Religious Exempt Applications and Parsonage Questionnaire
5. Federal/State Agency Exempt Applications and State Disposition
6. Board of Review Minutes
7. Prior Year Omitted Property Dockets
8. Certificate of Add Errors
9. Enterprise Zone Docket
10. Board of Review Hearing Audio Tapes
11. Board of Review Hearing Registration Book
12. Certificate of Renewal (Exempt properties)
13. Annual List of Board of Review Changes
14. Annual List of Certificate of Error Changes

Buildings and Lands Department – List of Public Records

1. Service Contracts
2. Construction Contracts
3. Professional Contracts
4. Maintenance Contracts
5. Lease Contracts
6. Property Contracts
7. Vehicle Titles for Buildings and Lands Department
8. County Facilities Drawings and Specifications

Chief County Assessment Office – List of Public Records

1. Detailed Land/Building Property Assessment History
2. Detailed Building Characteristics
3. Building Photography
4. Building Permits for Unincorporated Areas
5. Parcel Exemption History
 - a. General Homestead
 - b. Senior Homestead
 - c. Senior Freeze
 - d. Homestead Improvement
 - e. County Trustee
 - f. Veteran Organization
 - g. Fraternal Organization
 - h. Veteran Organization
6. Orthrophotography
7. Ink-line Maps
8. Zoning Maps
9. Tax District Maps
10. Ownership Transfer History
11. Township and County Abstract of Value History
12. Real Estate Transfer Declarations
13. Property Sale Recording History

Circuit Clerk Office - List of Public Records

1. All of the Court records kept by the Circuit Clerk are open for public research under the laws which apply to Judicial Branch Offices, except for those involving Juvenile cases. The open records include criminal, civil, misdemeanor, probate, and divorce proceedings.

Circuit Court - List of Public Records

No public records are maintained by this office.

Coroner - List of Public Records

1. Preliminary Reports
2. Investigative Reports
3. Supplemental Investigative Reports
4. Permit for Release of Remains
5. Personal Effects Form
6. Evidence Report
7. Authorization to Release Blood
8. Authorization to Release Medical Records
9. Identification Release
10. ISP Toxicology Request Form
11. Medications Listing
12. Permit to Cremate Humans Remains
13. Preliminary Autopsy Findings Report
14. Autopsy Report
15. Toxicology Report (Illinois State Police)
16. Toxicology Report (St. Louis Medical Examiner)
17. Scene Checklist
18. Voluntary Statement
19. Hospice Death Report Form
20. Photo Log Report
21. Inquest Verdict
22. Inquiry Verdict
23. Photographs

County Board Office - List of Public Records

1. Administrative Files for the County Board Office
2. Administration Files For Occasional Grants Administered By Board Office
3. Project Files For Projects Administered By the County Board Office
4. Freedom of Information Requests to the County Board Office
5. Payroll Records for County Board Department

County Clerk - List of Public Records

1. Vital Records – Deaths, Marriages, Naturalization
2. Delinquent Tax and Redemption Records
3. Tax Deed Petitions
4. County Board and Board of Supervisor Record of Proceedings
5. Certificates of Ownership (Assumed Name Act)
6. Mobile Home Licenses – Amusement Licenses
7. Transient Vendors License (Peddlers licenses), Raffle Licenses
8. Statements of Economic Interest
9. Campaign Disclosure Filings
10. Bond Records – Collectors – Assessors – County Officials and Deputies –
Special Taxing District Trustees
11. Canvasses and Election Records
12. Tax Objections
13. Notary Commission Registry
14. Plat Registry
15. Animal Brand Registrations
16. Financial Reports for Local Jurisdictions
17. Mobile Home Tax Registrations
18. Assessed Valuations of all Taxing Districts
19. All Tax Rates
20. Tax Levies and Budgets
21. Voter's Registration
22. Freedom of Information Requests
23. Copper Purchase Registrations
24. Prevailing Wage Notices from the State Of Illinois
25. Prevailing Wage Resolutions Adopted by Jurisdictions
26. Annexation and Detachment Ordinances
27. Campaign Disclosure Information
28. Estray Notices

County Historical Museum - List of Public Records

1. Lease between Madison County Government and the Madison County Historical Society, Inc.
2. Museum/Library Progress Reports
3. Agreements between Madison County and Society Concerning Grant Administration

Emergency Management Department - List of Public Records

1. Agendas of Local Emergency Planning Committee
2. Minutes of LEPC Meetings
3. Chemical Inventory Lists Of Facilities Under The Public's Right To Know Laws
4. Emergency Operations Plan
5. Hazard Mitigation Plan

Emergency Telephone - List of Public Records

1. Vendor Contracts
2. List of Telecommunicator and Training Participants
3. Madison County Standard Operating Procedures
4. 911 Call Volumes Report by PSAP
5. ETSB Meeting Minutes
6. 911 Call Detail Reports
7. Additional Data Entry Participant Forms
8. ICC Yearly Reports
9. General Office Correspondence

Employment and Training Department - List of Public Records

1. Contracts and Agreements with Training Vendors
2. Madison-Bond Workforce Investment Board and Committee Meeting Minutes
3. Grant and Contract Files
4. Request for Proposal Files
5. Youth Services Agreements
6. WIA Title 1B Plan

Health Department - List of Public Records

1. Licensed Establishments
2. Inspection Reports
3. Installation Reports
4. Complaint Investigation Reports
5. Contracts and Agreements
6. Grant Reports
7. Program Activity Reports

Highway Department - List of Public Records

1. Plans and Documents for Completed County and Township Construction Projects
2. Deeds, Easements related to the Purchase or Usage of Property for County and Township Roads
3. Survey Information Related to Road and Bridge Construction
4. Road Right-of-way Documents
5. County Property Surveys and Information
6. County Highway and Township Road Correspondence
7. Sheriff Crash Reports on County and Township Roads
8. Illinois Commerce Commission Orders and Documentation
9. Document Files for Joint county/City Projects
10. Road and Street Vacation Documents
11. Agreements with Utility Companies for Use of County Right-of-way
12. County/township Structure Files and Related Data
13. Hydraulic Reports
14. Monthly county and Township Motor Fuel Tax Fund Audit Reports
15. Annual County and Township Motor Fuel Tax Fund Audit Reports
16. Monthly Leger Reports for the following Funds: County Bridge; Matching; County Motor Fuel Tax; Township Motor Fuel Tax; and, Township Bridge
17. Invoices for Construction Costs, Engineering Fees, Maintenance Materials, Supplies and participation of Joint Venture Projects
18. Bid Information for Construction Projects and Maintenance Materials on County and Township Roads
19. Bid Information for Equipment Purchased for the County Highway Department
20. Inventory List for all County Highway Equipment
21. Contractor Certifications of Eligibility for Construction Work

Mental Health Services Department - List of Public Records

1. Annual Budget
2. Annual Financial Report
3. Annual Funded Agency List
4. Funding Application
5. Madison County Mental Health Board Public Meeting Agendas and Minutes
6. Miscellaneous Correspondence
7. One and Three Year Plan
8. System Development Funding Requests

Planning and Development Department - List of Public Records

1. Building Permit Files
2. Subdivision Files
3. Zoning Board of Appeals Files
4. Zoning Maps
5. Nuisance Violation Files
6. Flood Files
7. Potable Water and Non-Potable Water Laboratory Files
8. Solid Waste Enforcement Files
9. Solid Waste Management Files

Planning and Development License Investigation Department - List of Public Records

1. Mobile Home Park Annual License Files
2. Liquor License Applications
3. Amusement License Files

Probation and Court Services - List of Public Records

1. Vendor Contracts
2. Critical Incident Reports to AOIC
3. Departmental Orders
4. American with Disabilities Information
5. Family and Medical Leave Act Information
6. Lease Agreements
7. Labor Contracts
8. Linkage Agreements
9. Miscellaneous Correspondence
10. Revenue Statement (Detention and Probation)
11. Worker's Compensation/ OSHA Records
12. Invoices
13. Budget Files
14. Payroll Records
15. AOIC Vouchers
16. AOIC Annual Plans
17. Annual Reports
18. Policy and Procedure Manuals
19. Federal and State Grant Files
20. Departmental Memos
21. County Department Memos

Recorder – List of Public Records

1. Affidavits
2. Agreements
3. Appointments (i.e. Power of Atty...)
4. Assignments
 - Of Mortgages
 - Of Leases
 - Of Oil & Gas
 - Of Beneficial Interest
 - Of Contract
 - Of Ground Lease
 - Of Rents
5. Assumptions
6. Bonds (Bail)
7. Certificates
 - Amendment (of Corporation, Ltd Partnership...)
 - Authority (of Corporation to transact business)
 - Change Registered Agent & Office (of Corporation, Ltd Partnership...)
 - Death (May not have died in Madison County, but may have lived in Madison County)
 - Dissolution
 - Incorporation
 - Levy
 - Limited Partnership
 - Marriage (If not married in Madison County, but may live in Madison County)
 - Merger
 - Organization
 - Purchase
 - Reinstatement (of Corporation, Ltd Partnership...)
 - Sale
8. Declarations
 - Of Condominium
 - Of Forfeiture
9. Deeds
 - Administrator's
 - Agreements for Deed
 - Bond for Deeds
 - Conservator's Deeds
 - Contracts for Deed
 - Contracts for Sale
 - Deeds in Trust/Trustee's Deeds
 - Executor's Deeds
 - Guardian's Deeds

- Judicial Deeds
- Marshall's Deeds
- Memos of Contract for Deed
- Mineral Deeds
- Quit Claim Deeds
- Sheriff's Deeds
- Tax Deeds
- Warranty Deeds

10. Disclaimers

11. Easements

12. Financing Statements/UCC's

- UCC Amendments
- UCC Assignments
- UCC Continuations
- UCC Lapsed
- UCC Partial Releases
- UCC Releases/Terminations

PLEASE NOTE: As of 1998 all Agricultural UCC's are filed with the State of Illinois; as of July 1, 2001 all consumer goods are filed with the state. (We no longer filed these records)

13. Fixture Filings (Personal property affixed to property is still maintained in our office)

- Amendments
- Assignments
- Continuations
- Partial Releases
- Releases/Termination

14. Highway Permits

15. Leases

16. Letters (Pertaining to Real Estate)

17. Liens

- Chattel Mechanic's Liens (Personal Property)
- Federal Tax Liens
- Mechanic's Liens
- Mobile Home Liens (and Renewals)
- Public Aid Liens (and Renewals)
- Sewer Liens
- State Tax Liens

18. Lis Pendens

19. Memos (Pertaining to Real Estate)

20. Memorandums of Judgment

21. Monuments Records

22. Mortgages

- Assumptions

- Extensions
 - Modifications
 - Subordinations
 - Subsequents
 - Trust Deed Mortgages
23. Notes (Pertaining to Real Estate)
24. Notices (Pertaining to Real Estate)
- Environmental Disclosure
 - Of Probate
25. Options
26. Orders
27. Ordinances
28. Partial Releases
- Of Chattel Mechanic's Liens
 - Of Contracts for Deed
 - Of Federal Tax Liens
 - Of Judgments
 - Of Lis Pendens
 - Of Mechanic's Liens
 - Of Mobile Home Liens
 - Of Mortgages
 - Of Public Aid Liens
 - Of State Tax Liens
29. Permits
30. Petitions (Pertaining to Real Estate)
31. Plats
- Of Subdivision
 - Of Surveys
32. Promissory Notes
33. Releases
- Of Chattel Mechanic's Liens
 - Of Contracts for Deed
 - Of Federal Tax Liens
 - Of Judgments
 - Of Lis Pendens
 - Of Mechanic's Liens
 - Of Mobile Home Liens
 - Of Mortgages
 - Of Public Aid Liens
 - Of State Tax Liens
34. Resolutions
35. Restrictions
36. Revocations (Of Powers of Attorney...)
37. Subordinations

38. Wills (It is very rare that wills are recorded because our records are open to the public)

Records are dated back to 1812.

Other records available:

Land Grant Index

Surveyors Records (1800's)

Robinson Records

Spalding Survey Records

Government Survey Records

Road Records

Registry of Farm Names (1915-1979)

Regional Superintendent of Schools – Education – List of Public Records

1. Administrative Records
 - a. Administrative Files
 - b. Agendas
 - c. Applications for Employment
 - d. Collective Bargaining Contracts for Center for Educational Opportunities
 - e. Building Inspections
 - f. Fire Inspections
 - g. FOI Requests
 - h. Legal Suits
 - i. Minutes
 - j. Petitions
 - k. Policies and Procedures
 - l. School Calendars
2. Agency Report Records
 - a. Application for In-services Training Program
 - b. Applications for Recognition/Certificate of Recognition
 - c. Certificate of Publication
 - d. Illinois School District Annual Financial Reports
 - e. School Compliance Visit Records
 - f. Reports to County Board
 - g. School District Annual Reports
 - h. School District Quarterly Report of Students Removed from Attendance Rolls
3. Financial Reports
 - a. ROE Financial Records (Budgets, Budget Worksheets, Bank Statements, Deposit Slips, Paid Bills, Invoices, Purchase Orders and Requisitions, Receipts, Vouchers, Etc.)
 - b. Certificate of Tax Levies
 - c. Claims/Reimbursement Records (Lunch, Tuition, Etc.)
 - d. Grant Records
 - e. Salary Schedules
 - f. Surety Bonds
 - g. Tax Objections
 - h. School District Treasurer's Annual Report
 - i. School District Treasurer's Monthly Report
4. Personnel Records
 - a. Criminal History Background Investigations Request Forms, Related Documents and Background Reports
 - b. Official Personnel Files for ROE Employees
 - c. Teacher Licensure Files
 - d. Teacher Retirement System Reports for ROE Employees

- e. Time Sheets for ROE Employees
- 5. Student Records
 - a. General Education Records

Safety and Risk Management Department - List of Public Records

1. Liability, Property & Casualty, and Worker's Compensation Excess Policies
2. Employee Health Insurance Policies
3. Accident/Incident Reports & Claim documents
4. OSHA Form 300 and 300A
5. AED & Fire Extinguisher Inspection logs
6. Safety Policies & Training records
7. Certificates of Insurance
8. Contracts, Leases & Agreements (those reviewed by our office)
9. Employee Benefit Plan documents (subject to HIPAA)
10. Local Records Commission Disposal of Records Certificates (our department only)

Sheriff's Office - List of Public Records

1. Annual Sheriff's Office Report
2. County Inspection Report of Jail Kitchen
3. Jail Inspection Report from the Illinois Department of corrections
4. Sex Offender's List
5. Daily Inmate Bookings from Jail Division

Special Service Area #1 Department - List of Public Records

1. Sewer Permits
2. Sewer construction Plans and Maps
3. Sewer Committee Meeting Minutes
4. Madison County Sewer Use Ordinance
5. IEPA Sewer Construction Permits
6. Granite City Regional Intergovernmental Agreement
7. Glen Carbon/SSA #1 Intergovernmental Agreement

State's Attorney's Office – List of Public Records

No public records are maintained by this office.

Support Services Department – List of Public Records

1. Purchase Orders
2. Vendors List
3. Bid Packet Information
4. Bid Tabulations
5. Quotes on Non-sealed Bid Purchases
6. Copies of Purchase and Service Contracts

Treasurer - List of Public Records

1. Mobile Homes
 - a. Registrations
 - b. Tax Distributions
 - c. Liens
 - d. Tax Bills
2. Real Estate Taxes
 - a. Tax Distributions
 - b. Tax Bills
3. Tax Sale Information
 - a. Certified Lists
 - b. Publication for Tax Sale
 - c. Tax Buyers
 - d. Tax Sale Results
4. Unknown Heirs
5. Condemnations
6. Inheritance
7. Financial Statements from Taxing Authorities
8. Investments Policy
 - a. Investment Report
 - b. Interest Earned Report
 - c. Collateral Pledged for county Deposits Report
 - d. GASB 31 Compliance Report
 - e. Individual Files Relating to Brokers and Brokerage firms
 - f. Individual Files Related to Depository Institutions
 - g. Individual Files Relating to Investment Securities
 - h. Individual Files Relating to Certificate of Deposit Accounts
 - i. Individual Files Relating to Public Treasurer's Investment Program
 - j. Internet Investment Related Site (Madison County Government, Treasurer Link)

Veteran's Assistance Commission - List of Public Records

1. Commission Meeting Minutes