

F.O.I.A.

WHITESIDE COUNTY CLERK'S OFFICE

The Whiteside County Clerk's office consists of a County Clerk elected under the constitution and laws of the State of Illinois, and his supporting staff of 2 full time and 1 part time Deputy Clerk. The purpose of the office is to fulfill the constitutional and statutory duties required to provide the highest and most effective services to the citizens of the county in those areas provided for by state statute. Among the functions and duties of the office are:

1. to be keeper of the seal of the County Clerk, which shall be used by him in all cases where he is required to use an official seal.
2. to have care and custody of all the records, books and papers appertaining to and filed or deposited in his office.
3. to give any person requiring the same and paying the fee therefore, a copy of any record, paper or account in his office, subject to records entitled "Vital Records" which shall be available only to those persons qualifying as outlined in state statute.
4. to act as clerk of the county board of his county and to keep an accurate record of the proceedings of said board, file and preserve all bills of account acted upon by the board, and when any account is allowed or disallowed, to note the fact thereon, and when a part of any account is allowed, he shall note particularly the items allowed.
5. to keep a book in which he shall enter the number, date and amount of each order upon the County Treasurer, and the name of the person in whose favor the same is drawn. When such order is cancelled, to note the date of cancellation opposite such entry.
6. to keep proper alphabetical indexes of all records and papers in his office.
7. to act as Election Authority for Whiteside County and to maintain a record of all registered voters of the county eligible to vote in all elections as provided by law.
8. as Election Authority, to oversee the conduct of all elections in the county, as provided for in Chapter 46 of Illinois Revised Statutes.
9. to conduct the official count of all ballots cast in all elections and to certify the results of said election except as provided by law in certain other instances.
10. to receive and file the tax levies from the various units of government in the county who are permitted by law to levy taxes against real property in the county.
11. to determine the tax rate in percent, which then multiplied by valuation of the property in the respective taxing districts, produces the amounts certified to him by law.
12. to provide the Collector's Books showing each parcel of land, and the taxes due thereon, to the County Treasurer and to certify these taxes for collection.
13. to compute the amount of back taxes and special assessments, interest, statutory costs and printers fees remaining due, when making up the amount of tax due on real property for the current year.

14. to assist the county collector at the annual tax sale, and enter on the record the quantity sold and the name of the purchaser.

15. to make out and deliver to the purchaser of any real estate at the tax sale, a certificate of purchase.

16. to calculate the cost, interest and penalties due on each parcel of land redeemed from sale and enter the name of the person redeeming, the date and the amount of redemption, in the proper column of the tax sale and redemption record book.

17. to issue a tax deed to the purchaser or his assignee upon order of the court and surrender of certificate of purchase.

18. to issue a marriage license to persons properly applying therefore, after making a determination that said persons are statutorily eligible to receive such license.

19. to keep all records of "Escheat", noting date of filing.

20. to perform such other duties as may be required by law.

WHITESIDE COUNTY CLERK

GENERAL LIST OF TYPES OF RECORDS ON FILE

Administrative Files

Agreements (usually those adopted by the County Board)

Airport Files

Annexation Ordinances

Annual Reports of various Units of Government

Appointments made by County Board

Assumed Name Records

Audit Reports

Birth Records

Bonds (County Officials)

Burial Certificates

Campaign Disclosure Files

Cancelled County Checks & Warrants (Orders)

Cash Book & Cash Receipts

Census Records

Civil War Record

Committee Reports (County Board)

Contracts as approved by County Board

Copper Sale Reports

County Board Records of meetings & actions

Courthouse Construction Blueprints & some jail blueprints

Death Records

Disabled Voter ID Requests

Dissolution Certificates - Copies

Election and Voter Registration Related Records

Exemption Certificates

Financial Statements of some Units of Government

Forfeited Tax Records

Freedom of Information forms

Index's to County Records (Misc.)

Inspection Reports (Life Safety, Schools)

Inventory of Office Equipment

Judge of Election Records

Jury Records (Prior to 1970 in County Board Minutes)

Land Patent Records

Leases

Legal Opinions from Attorney General (some)

Liquor License Applications, etc.

Livestock Brand Records
Maps of Governmental Unit & School Dist. Boundaries
Marriage Records
Militia Roll Records
Monthly Reports of Co. Clerk's Office fees
Motor Fuel Tax Claims and Audits
Nominating Petitions as required by law.
Notary Public Listing.
Official Oaths
Other Individual Miscellaneous Records too Numerous to List, see Index
Petitions for Nomination & Election to County Offices
Platt Books
Raffle License Applications
Railroad Assessments
Receipts for Redemption of Forfeited Property
Redemption Files (Tax Redemption)
Register of Bonds
Register of County Officers
Register of Licensed Personnel (Pre 1970)
Resolutions (Bonds)
Resolutions (County Board)
Semi-Annual Reports of some County Offices (Board files)
Statement of Economic Interest
Statement of Valuations from surrounding Counties
Supervisors Index
Supervisors Minutes and Proceedings
Surface Mining Permit Applications
Surveys of Annexations
Swampland Records
Take Notice (Tax Sale Records)
Tax Deed Affidavits
Tax Extension Records of Real Estate & Drainage
Tax Levy Certificates " "Tax Objections
Tax Sales Records
Tax Valuations and Rates
Town Auditor Certificates
Township Records (Officials, Audits, Misc.)
Warrant Orders (Claims, etc.)