



**Winnebago County Government**  
Freedom of Information Act (FOIA) Submittal Directory

The following information is provided to assist in ensuring accurate routing of FOIA requests. Requests for information from County elected official's must be submitted to the respective official in control of the records in order to comply with requests. Requests for records outside the authority of the receiving office may be redirected to the correct department ([see here](#) for contact information.)

	Animal Services	Auditor	County Board	County Administration	Circuit Clerk
	<a href="#">Website</a>	<a href="#">Website</a>	<a href="#">Website</a>	<a href="#">Website</a>	<a href="#">Website</a>
Departments, Functions	<ul style="list-style-type: none"> <li>• Adoption services</li> <li>• Animal Services office</li> <li>• Kennel operations</li> <li>• Response and enforcement</li> <li>• Veterinary</li> </ul>	<ul style="list-style-type: none"> <li>• Contracts</li> <li>• Financial condition analysis</li> <li>• Internal financial, payable, receipts, inventory &amp; operational audits</li> <li>• Statistical and financial analysis</li> <li>• Supply order approval</li> </ul>	<ul style="list-style-type: none"> <li>• Budget</li> <li>• Governance</li> <li>• Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Building Maintenance</li> <li>• Board Office</li> <li>• Board Committee records</li> <li>• Finance &amp; Budget</li> <li>• Information Technology</li> </ul>	<ul style="list-style-type: none"> <li>• Case and ticket payments</li> <li>• Court records</li> <li>• Court forms</li> <li>• Filing</li> <li>• Dockets</li> </ul>
Frequently Requested Record Types	<ul style="list-style-type: none"> <li>• Incident reports</li> </ul>		<ul style="list-style-type: none"> <li>• Meeting minutes and records</li> <li>• Board-approved contracts</li> <li>• Ordinances</li> <li>• Resolutions</li> </ul>	<ul style="list-style-type: none"> <li>• Revenues and expenditures</li> </ul>	<ul style="list-style-type: none"> <li>• Court cases</li> </ul>
Direct Requests To	4517 N Main St, Rfd, IL 61103 <a href="mailto:Animal_Services@wincoil.us">Animal_Services@wincoil.us</a> <a href="#">FOIA Request Page</a> (815) 319-4100	404 Elm St, Rfd, IL 61101 <a href="mailto:auditor@wincoil.us">auditor@wincoil.us</a> (815) 319-4200	404 Elm St, Rfd, IL 61101 <a href="mailto:FOIA.CountyClerk@wincoil.us">FOIA.CountyClerk@wincoil.us</a> <a href="#">FOIA Request Page</a> (815) 319-4252	404 Elm St, Rfd, IL 61101 <a href="mailto:BoardOffice@wincoil.us">BoardOffice@wincoil.us</a> <a href="#">FOIA Request Form</a> (815) 319-4225	400 W State St, Rfd, IL 61101 <a href="#">Document Request Form</a> (815) 319-4500

	Coroner	County Clerk	Health Department	Highway Dept	Human Resources
	<a href="#">Website</a>	<a href="#">Website</a>	<a href="#">Website</a>	<a href="#">Website</a>	<a href="#">Website</a>
Departments, Functions	<ul style="list-style-type: none"> <li>• Death investigation</li> <li>• Inquests</li> </ul>	<ul style="list-style-type: none"> <li>• County Board Records</li> <li>• Taxes (Calculation &amp; Delinquent Collection)</li> <li>• Elections</li> <li>• Vital Records</li> </ul>	<ul style="list-style-type: none"> <li>• Community health and wellness services and programs</li> <li>• Disease control</li> <li>• Emergency preparedness</li> <li>• Environmental health</li> </ul>	<ul style="list-style-type: none"> <li>• Bridges</li> <li>• Roads</li> <li>• Highway Vehicles &amp; Equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Personnel</li> <li>• Benefits &amp; Compensation</li> <li>• Insurance</li> <li>• Job Postings/Recruitment</li> <li>• Risk Management</li> <li>• Wellness</li> </ul>
Frequently Requested Record Types		<ul style="list-style-type: none"> <li>• Ordinances</li> <li>• Resolutions</li> </ul>	<ul style="list-style-type: none"> <li>• Health Code inspections</li> <li>• Septic systems</li> </ul>	<ul style="list-style-type: none"> <li>• Design, Construction, Development &amp; Weed Files</li> <li>• Access, Utility &amp; Vehicle Permits</li> <li>• Traffic Studies</li> <li>• Township Motor Fuel Tax accounts and warrants</li> <li>• Invoices &amp; Receipts</li> <li>• General &amp; Drainage Studies</li> <li>• Bridge Files/Inspections</li> </ul>	<ul style="list-style-type: none"> <li>• Benefits</li> <li>• Compensation</li> <li>• Insurance</li> <li>• Personnel</li> </ul>
Direct Requests To	403 Elm St, Rfd, IL 61101 <a href="mailto:coroner@wincoil.us">coroner@wincoil.us</a> (815) 319-4970	404 Elm St, Rfd, IL 61101 <a href="mailto:FOIA.CountyClerk@wincoil.us">FOIA.CountyClerk@wincoil.us</a> <a href="#">FOIA Request Page</a> (815) 319-4252	401 Division St, Rfd, IL 61104 <a href="mailto:foia@wchd.org">foia@wchd.org</a> <a href="#">FOIA Request Page</a> (815)720-4000	424 N Springfield, Rfd, IL 61101 <a href="mailto:Highway@wincoil.us">Highway@wincoil.us</a> <a href="#">FOIA Request Form</a> (815) 319-4000	404 Elm St, Rfd, IL 61101 <a href="mailto:hr@wincoil.us">hr@wincoil.us</a> <a href="#">FOIA Request Form</a> (815) 319-4285

	Purchasing	Recorder of Deeds	Regional Office of Education	Regional Planning, Building & Zoning	River Bluff Nursing Home
	<a href="#">Website</a>	<a href="#">Website</a>	<a href="#">Website</a>	<a href="#">Website</a>	<a href="#">Website</a>
Departments, Functions	<ul style="list-style-type: none"> <li>• Procurement</li> <li>• Bids, RFPs, Awards</li> <li>• Purchase cards</li> <li>• Pool vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• Land Records</li> <li>• Liens</li> <li>• Military discharge/release</li> </ul>	<ul style="list-style-type: none"> <li>• Education advocacy and regulation</li> </ul>	<ul style="list-style-type: none"> <li>• Building</li> <li>• Economic Development</li> <li>• Planning &amp; Zoning</li> </ul>	<ul style="list-style-type: none"> <li>• Senior living center</li> </ul>
Frequently Requested Record Types	<ul style="list-style-type: none"> <li>• Bids</li> <li>• Contracts</li> <li>• Procurements</li> <li>• Requests for Proposals</li> </ul>			<ul style="list-style-type: none"> <li>• Building permits</li> <li>• Building Code inspections</li> <li>• **Applies to properties not under the jurisdiction of city or village municipalities**</li> </ul>	
Direct Requests To	404 Elm St, Rfd, IL 61101 <a href="mailto:purchasing@wincoil.us">purchasing@wincoil.us</a> <a href="#">FOIA Request Form</a> (815) 319-4380	404 Elm St, Rfd, IL 61101 <a href="mailto:recorder@wincoil.us">recorder@wincoil.us</a> (815) 319-4325	300 Heart Blvd, Loves Park, IL 61111 <a href="mailto:sbloomquist@roe4.org">sbloomquist@roe4.org</a> (815) 636-3060	404 Elm St, Rfd, IL 61101 <a href="mailto:buildingdept@wincoil.us">buildingdept@wincoil.us</a> <a href="#">FOIA Request Form</a> (815) 319-4351	4401 N Main St, Rfd, IL 61103 <a href="mailto:rbnadministrator@wincoil.us">rbnadministrator@wincoil.us</a> <a href="#">FOIA Request Form</a> (815) 921-9200

	Sheriff	Supervisor of Assessments	State's Attorney	Treasurer	Veteran's Memorial Hall
	<a href="#">Website</a>	<a href="#">Website</a>	<a href="#">Website</a>	<a href="#">Website</a>	<a href="#">Website</a>
Departments, Functions	<ul style="list-style-type: none"> <li>• Court security</li> <li>• Conserve peace</li> <li>• Corrections</li> <li>• Law enforcement</li> <li>• Paper service</li> </ul>	<ul style="list-style-type: none"> <li>• Tax Assessments</li> <li>• Exemptions</li> <li>• Appeals</li> <li>• Board of Review</li> </ul>	<ul style="list-style-type: none"> <li>• Civil Bureau</li> <li>• Criminal Bureau</li> </ul>	<ul style="list-style-type: none"> <li>• Non-delinquent real estate tax payments</li> <li>• Book of accounts</li> <li>• Collection and distribution of funds</li> </ul>	<ul style="list-style-type: none"> <li>• Community education and events</li> <li>• Hall rental</li> <li>• Museum operations</li> <li>• Veteran affairs</li> </ul>
Frequently Requested Record Types	<ul style="list-style-type: none"> <li>• Police reports</li> </ul>	<ul style="list-style-type: none"> <li>• Parcel sales and occupancy</li> </ul>	<ul style="list-style-type: none"> <li>• Office administrative files</li> <li>• Criminal or civil case files</li> <li>• Check enforcement program files</li> <li>• Press releases</li> </ul>		
Direct Requests To	650 W State St, Rfd, IL 61101 <a href="mailto:records@wco-il.us">records@wco-il.us</a> (815) 319-6000	404 Elm St, Rfd, IL 61101 <a href="mailto:SOA@wincoil.us">SOA@wincoil.us</a> <a href="#">FOIA Request Form</a> (815) 319-4285	400 W State St, Rfd, IL 61101 <a href="mailto:statesattorney@wincoil.us">statesattorney@wincoil.us</a> (815) 319-4700	404 Elm St, Rfd, IL 61101 <a href="mailto:winnebago-treasurer@wincoil.us">winnebago-treasurer@wincoil.us</a> (815) 319-4400	404 Elm St, Rfd, IL 61101 Director@veteransmemorialhall.com <a href="#">FOIA Request Form</a> (815) 969-1999