

**Office of Rick Amato
DeKalb County State's Attorney**

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Memorandum

Date: 4/26/18, Rev. 5/7/19
Subject: Categories of Records Maintained by the DeKalb County State's Attorney's Office pursuant to 5 ILCS 140/5 (FOIA)

Pursuant to the Illinois Freedom of Information Act, (5 ILCS 140/5), each public body shall maintain and make available for inspection and copying a reasonably current list of all types or categories of records under its control. The list shall be reasonably detailed in order to aid persons in obtaining access to public records pursuant to this Act.

In accordance with 5 ILCS 140/5, the DeKalb County State's Attorney's Office maintains the following types and categories of records:

- Criminal and Civil Litigation materials, as are compiled in the daily operation of the DeKalb County State's Attorney's Office, including, but not limited to, the following:
 - Correspondence, research, orders, discovery, notes, memorandum, pleadings, compiled responsive documentation, evidence and other such materials assembled in the process of handling:
 - Traffic, misdemeanor and felony criminal investigations, prosecutions and appeals.
 - Abuse and neglect investigations, prosecutions and appeals.
 - Child Advocacy Center (CAC) investigations.
 - Juvenile criminal investigations, prosecutions and appeals.
 - Grand Jury proceedings.
 - Ethics Commission proceedings.
 - Election Commission proceedings.
 - Open Meetings Act (OMA) and Freedom of Information Act requests, responses, appeals and inquiries. This may also include materials related to OMA enforcement litigation and OMA/FOIA training for local governments.

- Orders of Protection.
- Victim and Witness Services.
- Drug Court and Mental Health Court proceedings.
- Misdemeanor and Felony Diversion proceedings.
- Civil litigation on behalf of the County of DeKalb, DeKalb County Forest Preserve District, DeKalb County Health Department, DeKalb County Sheriff, and the DeKalb County Public Building Commission, and each of their respective departments, elected officers, officials, and employees.
- County Ordinance Violations.
- Land Fill/ IEPA enforcement.
- Other Regulatory and ETSB proceedings.
- Materials relating to training either provided by the DeKalb County State's Attorney's Office or training received by those in the employ of the DeKalb County State's Attorney's Office.
- Correspondence (and associated notes, research and memorandum) between the DeKalb County State's Attorney's Office and outside government officials and citizens in regard to the statutory duties of the DeKalb County State's Attorney's Office.
- Correspondence (and associated notes, research and memorandum) between the DeKalb County State's Attorney's Office and the County of DeKalb, DeKalb County Forest Preserve District, DeKalb County Health Department, DeKalb County Sheriff, and the DeKalb County Public Building Commission, and each of their respective committees, departments, employees, elected officials, officers and agents relating to legal advice requested and/or provided.
- Correspondence, notes and memorandum in regard to internal DeKalb County State's Attorney's Office policies and administration of operations.
- Financial records and budget documents related to the operation of the DeKalb County State's Attorney's Office and associated litigation.
- The Personnel files and records regarding all full and part time employees of the DeKalb County State's Attorney's Office.
- Press releases and news stories related to the DeKalb County State's Attorney's Office.