

**VILLAGE OF LENA  
MUNICIPAL RECORDS CATALOGUE**

Village Hall:

Ordinance book  
Committee meeting notes  
Board meeting notes  
Audio/video tapes of Board meetings  
Payables reports-paid invoices  
Treasurer's reports  
Agenda's  
Building permits  
Cemetery deeds/burial cards  
Water billing reports  
Meeting notices  
Liquor licenses  
Dog impound license/forms  
Solicit permits  
Municipal vehicles titles  
Maintenance records  
Employee handmanual  
Tax levy/appropriation reports  
TIF redevelopment agreements  
Economic incentive agreements  
Intergovernmental agreements  
Bond reports  
Election reports  
Maps  
Ordinances  
Resolutions  
Monthly/Quarterly/Annual payroll rpts  
Correspondences  
Time sheets  
Audits

Street Department

No reports

Police Department

Police reports  
Adult arrest files  
Traffic arrests

Written warnings  
Traffic tickets  
Accident reports

Water Department

Daily/monthly pump reports  
Permits  
Water sample reports  
Maps  
EPA reports/evaluations  
Maintenance reports

Sewer Department

Daily/monthly monitoring reports  
Flow reports  
Daily/monthly pump reports  
Sludge reports  
Maps  
EPA reports/evaluations  
Maintenance reports

Cemetery Office

Burial records  
Plat records  
Meeting minutes  
Financial records