

Richmond Township

MAR 13 2025

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ORDINANCE 2025-1

AN ORDINANCE DIRECTING RELOCATION OF TOWNSHIP
ASSESSOR'S RECORDS TO THE TOWNSHIP BUILDING



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AN ORDINANCE DIRECTING RELOCATION OF TOWNSHIP ASSESSOR'S RECORDS TO THE TOWNSHIP BUILDING

WHEREAS, Richmond Township ("Township"), McHenry County, Illinois, is a non-home rule local government as contemplated by the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the Township's powers and functions as granted in the Constitution of the State of Illinois and applicable statutes;

WHEREAS, the Township Board acknowledges the importance of compliance with Illinois statutes governing the management and storage of public documents, including but not limited to:

- a) Section 9-20 and 9-25 of the Illinois Property Tax Code (35 ILCS 200/1, et.seq.);
- b) The Local Records Act (50 ILCS 205/1, et.seq.);
- c) The General Records Act (5 ILCS 160/1, et.seq.);
- d) The Illinois State Records Act (5 ILCS 160/1, et.seq.); and
- e) The Freedom of Information Act (FOIA) (5 ILCS 140/1, et.seq.);

WHEREAS, these laws require that public records be maintained in a manner that allows for public access, preservation, and security;

WHEREAS, the Township owns an official township building designated for township business, which is equipped with security systems and controlled access to safeguard its property including documents;

WHEREAS, the current and past practice of storing Township assessor's records outside the Township building does not meet legal standards for public accessibility, security, and professional management of public records;

WHEREAS, an office space within the Township building needs to be constructed or renovated to accommodate the assessor's records, and this construction is the responsibility of the Township Supervisor; and

WHEREAS, it is in the best interest of the Township to ensure that all Township records are stored in compliance with applicable Illinois law to facilitate transparency, accessibility, and accountability to the residents of the Township and public in general;

NOW, THEREFORE, BE IT RESOLVED by the Richmond Township Board as follows:

SECTION 1. Relocation of Records: The Township Assessor shall immediately commence relocation all Township official records and documents currently stored outside the Township building to a designated space within the Township Building and complete the relocation no later than August 31, 2025 or upon completion of the necessary office space construction, whichever occurs first.

SECTION 2. Secure Storage: All records shall be stored, as directed by the Township Supervisor, in a manner that provides both physical and digital security, ensuring they are

protected from damage, unauthorized access, and are preserved per the retention schedules outlined by the Illinois State Archives.

SECTION 3. Public Access: Once relocated, the records shall be made available for public inspection during regular business hours at the Township building, adhering to the requirements of FOIA and other relevant statutes.

SECTION 4. Interim Measures: Until the construction of the assessor's office space is complete, records may remain at their current location and no records that currently exist shall be destroyed before relocation in compliance with this Ordinance.

SECTION 5. Progress Reporting: The Township Supervisor shall provide quarterly updates to the Township Board on the progress of the office construction. The Township Assessor shall provide quarterly updates on the status of records management and readiness for relocation.

SECTION 6. Legal Consultation: The Township Assessor is encouraged to consult with the Township attorney or county officials to ensure ongoing compliance with all applicable laws and regulations regarding record management.

SECTION 7. If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 8. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 9. This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

BE IT FURTHER RESOLVED that the Township Clerk shall provide a copy of this ordinance to the Township Assessor and Township Supervisor, and a copy shall be posted on the Township's official website and at the Township building for public notice.

ADOPTED this 12th day of March, 2025, by the Richmond Township Board.

AYES: *Tracy Dulin* *Scott Hunt* *John* *ff* *Kr*

NAYS: 0

ABSENT: 0

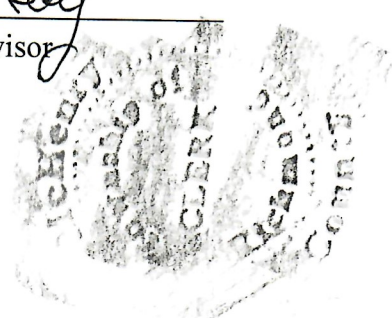
ATTEST:

Tammy Kay

Tammy Kay, Township Clerk

Ronald L. Kay

Ron Kay, Township Supervisor



CERTIFICATION

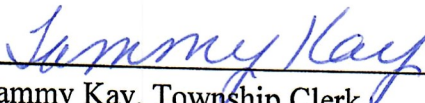
I, TAMMY KAY, do hereby certify that I am the Clerk of Richmond Township, McHenry County, Illinois, and that as such Clerk, I am the keeper of the records and minutes and proceedings of the Richmond Township Board.

I do further certify that at a regular meeting of the Supervisor and Board of the Richmond Township, held on the 12th day of March, 2025, the foregoing Ordinance entitled ***AN ORDINANCE DIRECTING RELOCATION OF TOWNSHIP ASSESSOR'S RECORDS TO THE TOWNSHIP BUILDING*** was duly passed by the Richmond Township Supervisor and Board of Richmond Township.

The pamphlet form of Ordinance No. 2025-1, including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was available in the Richmond Township offices, commencing on the 13th day of March, 2025, and continuing for at least 10 days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the Township Clerk.

I do further certify that the original, of which the attached is a true and correct copy, is entrusted to me as the Clerk of said Richmond Township for safekeeping, and that I am the lawful custodian and keeper of the same.

Given under my hand and seal of the Richmond Township, this 12th day of March, 2025.



Tammy Kay, Township Clerk
Richmond Township
McHenry County, Illinois

