

## **FREEDOM OF INFORMATION ACT (FOIA) DIRECTIVE (5 ILCS 140)**

The mission of the Cook County Recorder of Deeds Office (CCRD) is to record, store and provide information that is accurate, legible and easily retrievable for public and private use. We are the repository with the statutory duty of safeguarding recorded documents.

*Information Retrieval* While real estate documents account for the majority of recordings, we also record other documents, inclusive of but not limited to federal and state tax liens, Uniform Commercial Code (UCC) filings, military discharges, etc. Records contain fascinating facts about the history of your piece of Cook County. The Recorder's Tract Department maintains and index of transactions pertaining to property in Cook County, dating back to the Chicago Fire. The Recorder of Deeds computerized document imaging system contains all recorded information, beginning October 1, 1985. Copies of documents are available, upon payment of a fee, as provided by Statute: 55 ILCS 5/4-12002. Records stored, by means of electronic data processing, may be obtained. Recorded documents can be purchased in person, online, or by mail.

Visit the Cook County Recorder of Deeds Office via the internet at [www.cookrecorder.com](http://www.cookrecorder.com). Answers to many of your questions may be found at our website. We can help you uncover long forgotten details. You can learn more about area pioneers and neighborhood history. Explore our resources. Your visit will be pleasant and productive.

For the year 2012, the CCRD had on average 176 employees and maintains 6 offices: Downtown Chicago, Bridgeview, Markham, Maywood, Rolling Meadows and Skokie. For hours, complete addresses and telephone numbers visit our LOCATIONS page at [www.cookrecorder.com](http://www.cookrecorder.com).

The CCRD 2013 combined\* operating budget total was \$11,961,194. \* Recorder of Deeds, County Recorder Document Storage System Fund, Geographic Information System and Rental Housing Support Fee Fund.

FOIA Request costs: first 50 pages free (5 ILCS 140 et seq.). Documents, not specifically provided for otherwise, by Statute or Ordinance, are available pursuant to the FOIA (i.e. State and County Transfer Tax Declarations).

### **FOIA REQUESTS SUBMISSION:**

Records requested pursuant to FOIA must be **submitted in writing by e-mail, regular mail, or in person.**

Said request shall be directed as follows:

Cook County Recorder of Deeds  
Legal Department  
Attention: Wendy Holderman, Staff Atty/FOIA Officer  
118 N. Clark, #120  
Chicago, Illinois 60602

Email requests with Subject of **FOIA** to: **[rod.support@cookcountyil.gov](mailto:rod.support@cookcountyil.gov)**