

**DESCRIPTIONS OF ITEMS OR RECORDS MAINTAINED  
IN THE GRUNDY COUNTY CLERK AND RECORDER'S OFFICE**

(Freedom of Information Act applies only to records filed on or after July 1, 1984)

**County Clerk's Office**

- Election Records: Petitions for Elections, Statements of Requests for Withdrawal, Report of Selection of Judges for Election, Notice of Publications, Poll Books, Tally Sheets, Nomination Petitions, Voted Ballots (only kept for two-year period per statute),
- Canvass of Election, Certificate of Results, Abstract of Votes
- Birth Index
- Death Index
- Marriage Index
- Redemption of delinquent taxes
- Responsible for keeping an accurate record of all proceedings of the Count Board and to maintain all its official records
- Filing of Notary Public Commissions
- Filing of Assumed Names for businesses
- Issues Marriage Licenses
- Maintains Statement of Economic Interest database for filings
- Issues Grundy County Liquor Licenses – annually
- Issues Grundy County Recreation Licenses – annually
- Calculating Tax Extensions & Tax Rates which are Certified to County Treasurer for tax bills
- Filing of Township Budgets and Levies
- Accounts Payable for General Fund

**Recorder's Office**

- Affidavits
- Assignments
- Dedication of Right of Way
- Deeds
- Financing Statements – Uniform Commercial Code – Amendments – Assignments – Continuation – Release
- Federal & State Tax Liens and Mechanic Liens
- Records, Ordinances and Annexations
- Plats, Surveys, Right of Way Maps, Dedications and Survey Monument Records
- Power of Attorney
- Sheriff's Certificates of Sale
- Records Memorandum of Judgments, Notice of Foreclosure & Lis Pendens