

Oak Park, Illinois Village Code

This code was last updated by ordinance 18-383 passed June 9, 2018.

Article 4 VILLAGE MANAGER

2-4-7: RECORDS; CERTIFICATES; PROVIDE PERSONNEL TO OTHER OFFICERS:

The Village Manager shall be responsible for the preparation and maintenance of all municipal records required by law to be kept by the Village and not by a specific officer. Where the law makes it the duty of a specific officer to keep or maintain records, the Manager shall make available to such officer all necessary clerical assistance for the preparation of such records and shall make available a place for the custody of such records. In compliance herewith the Village Manager shall make available to the Village Clerk, stenographic or clerical assistance necessary for the preparation of the journal of proceedings of the Board of Trustees, and the record of ordinances and all other documents which by law the Village Clerk is required to keep; and the Manager shall perform similar service for the Village Treasurer in the maintenance of bond registers, and all other records or documents which by law the Village Treasurer is required to keep or prepare. Where the law requires or provides for certification of any records or documents by any officer of the Village, the Manager shall cause such records or documents to be properly prepared and presented to such officer for his signature. (1981 Code)

Article 10 VILLAGE CLERK

2-10-1: DUTIES GENERALLY:

The Village Clerk shall attend all meetings of the Board of Trustees and shall keep a full journal of the proceedings; shall be keeper and custodian of all books, records, ordinances, resolutions, and papers of the Village except as otherwise provided; shall receive, mark and properly file all papers belonging to the Village coming into the Clerk's office and shall grant certified copies from the records and papers of the Village; shall make preparations for and supervise all municipal elections; shall administer oaths; and shall execute such orders as may be received from the Board of Trustees; and the Clerk shall carry out all duties as imposed by state law. (1981 Code)