
Freedom of Information Act

January 2010



Illinois Municipal Retirement Fund
2211 York Road
Suite 500
Oak Brook, IL 60523-2337
1-800-ASK-IMRF
(1-800-275-4673)

Inside front cover

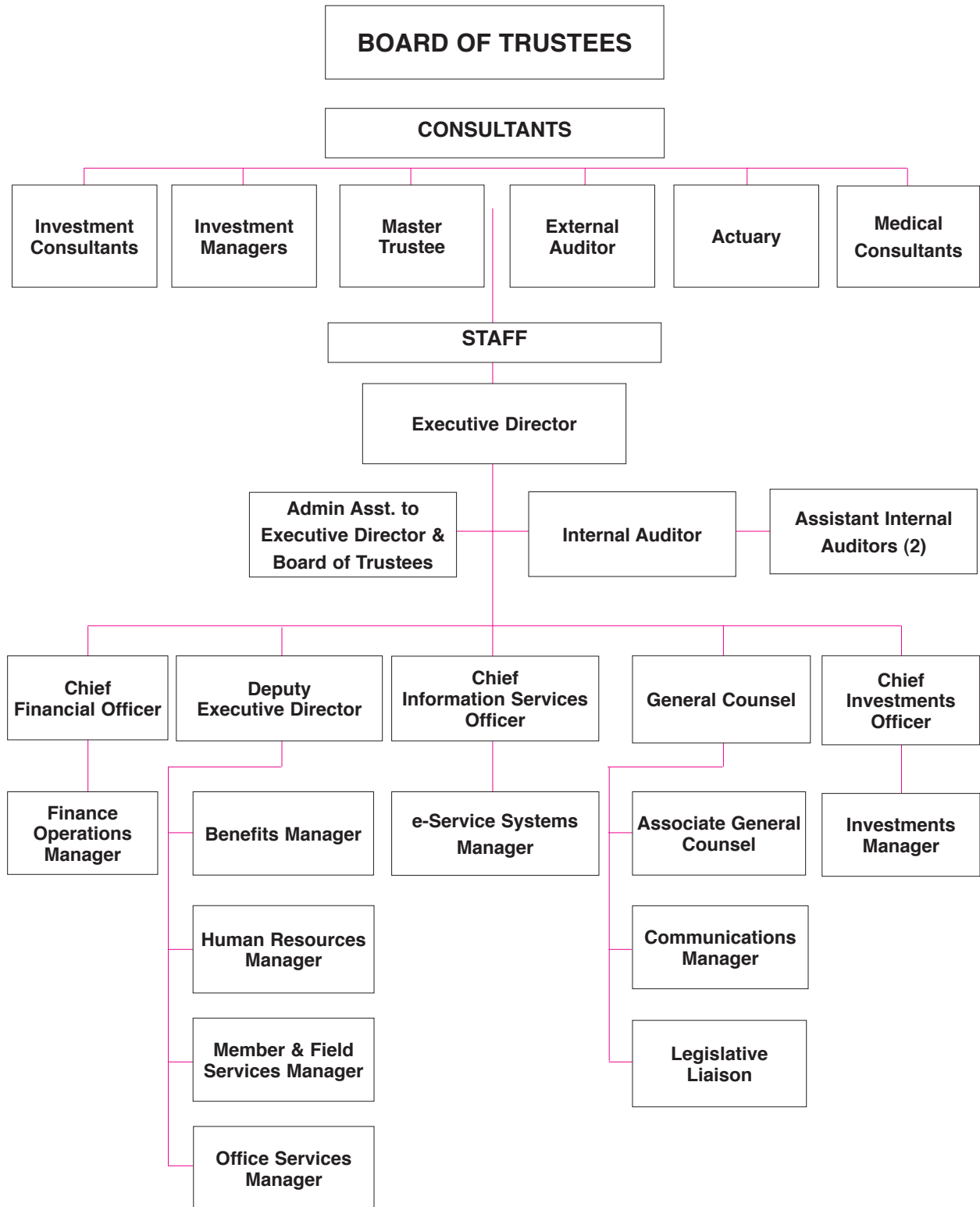
Information Directory

This information directory has been prepared and is made available pursuant to the Illinois Freedom of Information Act.

The Illinois Municipal Retirement Fund (IMRF) is a public pension fund serving approximately 2,900 governmental units and school districts in the State of Illinois and their employees. It administers a pension, death benefit and disability benefit plan covering about 180,000 employee members, and 90,000 retirees and survivors of members. An organization chart showing the functional subdivisions is on page two of this directory.

The annual administrative operating budget for the year 2010 is \$23,559,485. The main office is located at 2211 York Road, Oak Brook, Illinois 60523. A satellite office is located at 3000 Professional Drive, Springfield, Illinois 62703. IMRF currently employs 179 staff members and is governed by a Board of Trustees:

Max F. BochmannNaperville CUSD 203
Natalie CopperEvanston School District 65
Ruth E. Faklis.....Prairie Trails Public Library District
Gwen HenryDuPage County
Martha H. RademacherPark District Risk Management Agency
Marvin R. Shoop, Jr.City of Peoria
William Stafford.....Evanston Township High School District 202
Sharon U. Thompson (retired)Lee County



Inspection of Records

Any person may request public records of the Illinois Municipal Retirement Fund (IMRF). A written request may be submitted to IMRF by mail, email, fax, or in-person delivery. The written request should include the requester's name, address and telephone number. You may also fill out and submit IMRF Form 2.90, "Request for Information or Records Pursuant to the State of Illinois Freedom of Information Act," which is included at the back of this booklet.

IMRF's offices are located at 2211 York Road, 4th Floor, Oak Brook, Illinois 60523. In-person requests may be submitted between the hours of 8:30 a.m. and 4:30 p.m. on days IMRF is open for business. IMRF is normally open for business Monday through Friday, except for legal holidays, the Friday after Thanksgiving, and Christmas Eve.

Requests for records should be directed to the Human Resources Manager, specifying the records requested to be disclosed and copied. A person requesting records need not state the purpose of the request.

Please note that IMRF will not accept requests for information over the telephone.

Costs/Fees

The costs for furnishing reproduced copies of records:

15 cents per page for every page over 200, prepared in-house. Charges for copies prepared out-of-house shall not exceed IMRF's actual cost for reproduction.

IMRF may require that the fee be paid prior to preparing copies.

Time to Produce Records

In most cases, the records will be provided within five (5) business days of IMRF's receipt of the request. If more time is required to gather the documents, IMRF will notify the person making the request within those five days.

If the request is for documents to be used for commercial purposes, IMRF will notify the requestor of the time needed to comply with the request.

The request should be made to:

Name:

Linda Bieniek
Illinois Municipal Retirement Fund
2211 York Road
Oak Brook, IL 60523-2337

Title:

Human Resources Manager
& Freedom of Information Officer
Fax: 630-368-5393
Email: lbieniek@imrf.org

NOTE: Complete and up-to-date information regarding the **IMRF investment portfolio**, including performance, asset allocation, investment managers, investment policies, and annual reports can be accessed directly at the investments section of our web site, www.imrf.org.

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IMRF Index of Records

I. Member and Employer Account Files

A. Member Account Records

1. Active—Electronically Imaged Documents (beginning 1994)
2. Active—Microfilm Jacket
3. Discontinued—Microfilm Jacket

B. Employer Account Records

1. Active—Electronically Imaged Documents
2. Employer Rate History
4. Employer Address List
5. Employer Resolution Report
6. Employees by Unit of Government

C. Paid Benefit Files

1. Paid Checks—Microfilm Rolls/Microfiche/Electronic Images
2. Benefit Voucher Requisitions—Microfiche, Pre-1993
3. Benefit Deletion Forms—Microfiche, Pre-1993

D. IMRF Internal Reports

1. Employer Wage Reports
2. Employer Statements
3. Outstanding Wage Reports Listing

E. Monthly Deposit Reports Form 3.10/3.11

1. Current Year—File Folders (For Paper Filers)
2. Electronic Wage Report Files
3. Prior Years—Microfilm Rolls

F. Social Security Documents (Pre-1987)

1. Adjustment Forms 3964/4500/W-2C/W-3C—Microfilm Rolls
2. Deposit Reports—Microfilm Rolls

continued...

II. Ledger Files

A. Ledgers

1. General
2. Fixed Assets
3. Investment Inventory
4. Annuitant Present Values
5. Employee Ending Balances
6. Employer History Listing

B. Annual Closing Runs

1. Member Earnings Total Value Run
2. Annual Cash Receipts Listing
3. Benefit Disbursements
4. Statistical Run

III. Administrative Records

- A. Board of Trustees Minute Books**
- B. Board of Trustees Agenda Books**
- C. Board of Trustees Meetings Files**
- D. Board of Trustees Correspondence Files**
- E. Annual Budget and Staff Salary Schedule**
- F. Administrative Expense Records and Vouchers**
- G. Trustee Expense Reports and Vouchers**
- H. Purchasing Files**
- I. Staff Payroll Records**
- J. TNT Transaction Log**
- K. Securities Lending Reports**
- L. General Correspondence Files**
- M. Freedom of Information Act Request Logs**

IV. Administrative Manuals and Policies

- A. Employee Handbook (IMRF Staff)**
- B. Statement of Investment Policy**
- C. Authorized Agents Manual**
- D. Board Policies**

continued...

V. Quarterly and Annual Reportss

A. Annual Financial Report – Microfilm

1. Report of Independent Public Accountant
2. Listing of Current Investments
3. List of Staff Employees
4. List of Independent Consultants
5. List of Investment Managers

B. Annual Report of Actuary

C. Annual Report to Department of Insurance

D. Monthly and Quarterly Report of Fixed Assets to State Comptroller

E. Monthly and Quarterly Performance Reports

F. Emerging Manager Report to General Assembly

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Request for Information or Records Pursuant to the State of Illinois Freedom of Information Act

IMRF Form 2.90 (Rev. 01/2010)

PLEASE PRINT OR TYPE

FOIA # _____

I hereby request that the Illinois Municipal Retirement Fund (Check **ONE** selection only):

- Make available the following public records for my inspection:

- Furnish copies of the following public records to me:

Please Note: The Illinois Freedom of Information Act allows IMRF to charge for the costs of reproduction. At the present time, IMRF charges 15 cents per hard copy for every page over 200, prepared in-house. Charges made for copies that need to be done at a professional printer shall not exceed IMRF's actual costs for reproduction.

PLEASE PRINT OR TYPE:

FIRST NAME MIDDLE INITIAL LAST TELEPHONE # (include area code)

ADDRESS CITY STATE ZIP

SIGNATURE DATE

X

IMRF USE ONLY

APPROVED DENIED

DATE RECEIVED DATE ANSWERED

BASIS FOR DENIAL

PRINT NAME AND TITLE

SIGNATURE OF INDIVIDUAL PROCESSING FOIA FORM

DEPARTMENT NAME AND PHONE #

Illinois Municipal Retirement Fund
2211 York Road Suite 500 Oak Brook, IL 60523-2337 1-800-ASK-IMRF (1-800-275-4673)

www.imrf.org

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Inside back cover



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