
Freedom of Information Act

Rev. January 2012



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

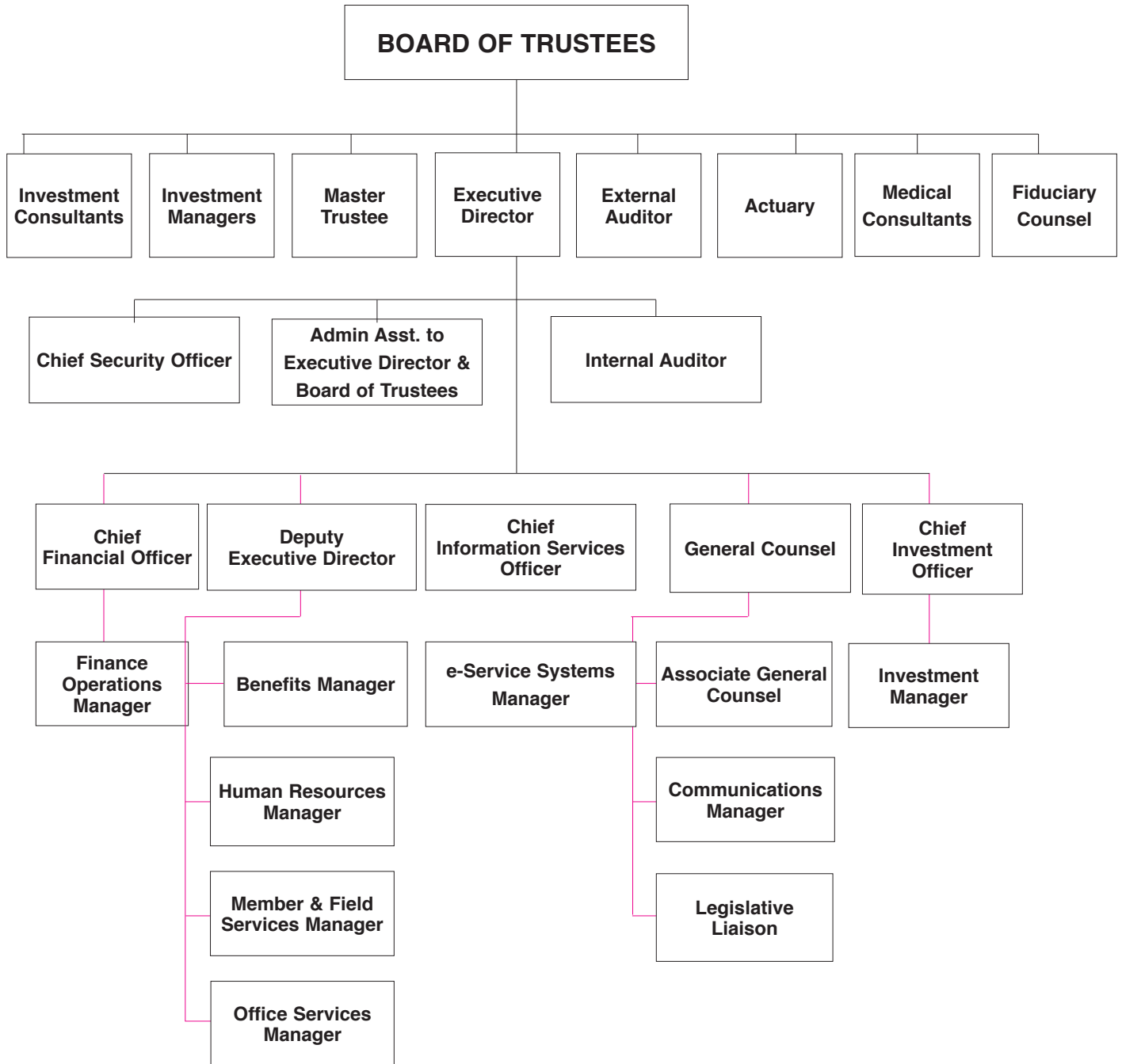
Information Directory

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 2,950 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 176,000 employee members, and 97,000 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 2011 is \$24,118,306. 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 174 staff members and is governed by an elected Board of Trustees:

Natalie CopperEvanston School District 65
Ruth E. Faklis.....Prairie Trails Public Library District
Gwen HenryDuPage County
Mark NanniniCity of Crystal Lake
John Piechocinski.....Plainfield Consolidated School District 202
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 Form 2.90 is also available in enterable PDF format at www.imrf.org.

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 FOIA Officer, specifying the records requested to be disclosed and copied. A person requesting records need not state the purpose of the request, except to the extent necessary to determine if the request is commercial in nature or if a fee waiver is warranted.

Please note that IMRF will not accept requests for information over the telephone. All requests must be in writing.

Costs/Fees

The costs for furnishing reproduced copies of records:

15 cents per page for every page over 50, 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 within twenty-one (21) days of the time needed to comply with the request.

The request should be made to:

Name:

Bonnie Shadid
Illinois Municipal Retirement Fund
2211 York Road
Oak Brook, IL 60523-2337

Title:

Legislative Liaison
& Freedom of Information Officer
Fax: 630-368-5393
Email: public_access_foia_requests@imrf.org

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IMRF Index of Records

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.

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 and Imaging
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 Annual Compensation Plan/Salary Grades

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

N. Board of Trustees Election Information

O. Communications Archives

P. Litigation Records

continued...

IV. Administrative Manuals and Policies

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

V. Quarterly and Annual Reports

- A. Annual Financial Report – Microfilm & Electronic**
 - 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. 07/11)

PLEASE PRINT OR TYPE

Today's Date: _____

REQUESTER'S FIRST NAME		MIDDLE INITIAL	LAST NAME	
STREET ADDRESS		CITY	STATE	ZIP CODE
DAYTIME TELEPHONE NO.*	FAX NO.*		EMAIL ADDRESS*	

*Optional, but if you provide a telephone number or email address, we can more easily contact you if we have questions about your request.

Records Requested: *(Please provide as much specific detail as possible so IMRF can identify the information you are seeking. Attach additional pages if necessary.)*

Delivery format: *(How do you want the documents provided?)*

Sent via email, in the following preferred file format: _____
(please provide email address above)

Sent via fax *(please provide fax number above)* Sent via U.S. Mail

Inspect in person at IMRF Oak Brook office Other *(please specify):* _____

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 50**, prepared in-house. Charges for copies that need to be done at a professional printer shall not exceed IMRF's actual costs for reproduction.

Intended use of requested information:

Is this request for a commercial purpose? Yes No
[It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose. 5 ILCS 140/3.1(c)]

Are you requesting a fee waiver? Yes No
[If "yes," you must attach a statement of purpose of the request and whether the principal purpose of the request is to access or disseminate information regarding the health, safety, and welfare or legal rights of the general public. 5 ILCS 140/6 (c)]

IMRF Use Only

Request # _____

Date Received _____ Date Due _____ Date Completed _____

Approved Denied Denial Exemption Cited: _____

Fee Waiver Granted: Yes No _____
Name and Title of Person Processing Request

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Inside back cover



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