Freedom of Information Act

Locally funded, financially sound.
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 2,987 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 410,829 members. An organization chart showing the functional subdivisions is on page one of this directory.

The annual administrative operating budget for the year 2018 is $32,460,957. 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 206 staff members and is governed by an elected Board of Trustees:

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Organization/Office</th>
<th>Term Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natalie Copper</td>
<td>Employee Trustee</td>
<td>Evanston School District 65</td>
<td>December 31, 2019</td>
</tr>
<tr>
<td>Gwen Henry</td>
<td>Executive Trustee</td>
<td>DuPage County Treasurer</td>
<td>December 31, 2020</td>
</tr>
<tr>
<td>David Miller</td>
<td>Executive Trustee</td>
<td>North Shore Water Reclamation District</td>
<td>December 31, 2021</td>
</tr>
<tr>
<td>Tom Kuehne</td>
<td>Executive Trustee</td>
<td>Village of Arlington Heights</td>
<td>December 31, 2017</td>
</tr>
<tr>
<td>Sue Stanish</td>
<td>Executive Trustee</td>
<td>Naperville Park District</td>
<td>December 31, 2018</td>
</tr>
<tr>
<td>Sharon U. Thompson</td>
<td>Annuitant Trustee</td>
<td>Lee County (formerly)</td>
<td>December 31, 2020</td>
</tr>
<tr>
<td>Trudy Williams</td>
<td>Employee Trustee</td>
<td>Fulton County State’s Attorney’s Office</td>
<td>December 31, 2020</td>
</tr>
</tbody>
</table>
Inspection of Records

FOIA Requests

Any person may request public records of the Illinois Municipal Retirement Fund (IMRF). All requests must be in writing and should include the requester’s name, email address, and/or telephone number. Please note that IMRF will not accept requests for information over the telephone.

Information requests may be submitted through the IMRF Online FOIA Request System on www.imrf.org. You can submit requests 24/7 through the online FOIA system. To submit a request online, you will need to create an account with the IMRF Online FOIA Request System, which will allow you to track progress on your request and receive request-related communications from IMRF.

Requests may also be submitted by mail, email, fax, or in-person delivery. All 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 the copy fee may be waived.

In-person requests may be submitted to IMRF’s Oak Brook or Springfield office between the hours of 8:30 AM and 4:30 PM on days IMRF is open for business.

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:
Bonnie Shadid
Legislative Liaison & Freedom of Information Officer Illinois Municipal Retirement Fund
2211 York Road
Oak Brook, IL 60523-2337
Fax: 630-706-4656
Email: FOIA@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 website, 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
   3. Employer Address List
   4. Employer Resolution Report
   5. 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
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
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