



Amy R. Buss
Carroll County Clerk and Recorder
301 N. Main St., Suite 114
Mt. Carroll, IL 61053

Freedom of Information Act (FOIA) Officers

Amy R. Buss
abuss@carrollcountyil.gov

Freedom of Information Act Information

1. Submit request in writing to FOIA Officer at abuss@carrollcountyil.gov
2. Be as specific as possible when describing the records being sought. Include your contact information, if the request is for commercial purposes, and whether the request is for electronic records, copies of the records, or for inspection of records.

Copy Fees: First 50 pages are free (black and white) and \$0.15 per page thereafter (black and white) or actual costs of copying for color copies

FY2025 Budget
\$236,504

Number of Offices

County Clerk and Recorder - Historic Courthouse – Suite 114

Total Number of Employees

Full Time: 3
Part Time: 0

Purpose

The County Clerk's Office manages the County elections process and administers all elections; serves as the official repository of County vital records, including business names, birth, marriage, civil union, and death records; receives budgets, levies ordinances, calculates tax extensions; and serves as the Clerk of the County Board.

The Recording Division of the County Clerk's Office is responsible for recording, archiving and retrieving any document submitted to be recorded.

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