

RESOLUTION 17 - 36


WHEREAS, is it necessary for department heads to get prior approve before destroying County property, records and documents,

WHEREAS, department heads must first apply to the State of Illinois first and properly receive approval of destroying certain records; and

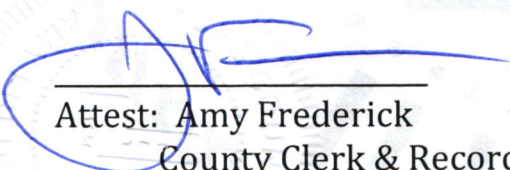
BE IT RESOLVED, that the Ford County Treasurer's Office successfully sought approval from the State of Illinois on January 9, 2017 to properly destroy certain records; and

THEREFORE BE IT NOW RESOLVED, that the Ford County Treasurer's Office sought approval from the Ford County Finance Committee and the Ford County Board.

May 8, 2017



Randy Berger, Chairman



Attest: Amy Frederick
County Clerk & Recorder

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 12:063

TO: Local Records Commission
Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

RECEIVED

COUNTY: FORD

FROM: FORD COUNTY TREASURER

JAN 9 2017

ADDRESS: 200 WEST STTE P.O. BOX 92

(Agency Division)

AXTON, IL 60957

(City, ZIP Code)

CONTACT TELEPHONE: (217) 379-9465

Directions:

1. Fill in all blanks and columns.
2. Sign and send certificate to above address thirty (30) days prior to disposal date.
3. Retain records until approved copy is returned.

LOC. REC. COMM

CONTACT EMAIL: penny@fordcounty.illinois.gov

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
101	ADMINISTRATIVE FILES	2014-2015	1
102	ANIMAL CONTROL FILES	2009	1
105	BANK STATEMENTS, CANCELLED CHECKS & DEPOSIT SLIPS	2009	1.5
106	BUDGET WORKSHEETS	2014	NEG
107	CASH RECEIPTS	2014	1
110	COUNTY BUDGETS	2009	NEG
112	FINANCIAL REPORTS	2009	1
113	FINANCIAL REPORTS (ANNUAL)	2009	1/2
114	ILLINOIS FUNDS RECORDS	2009	NEG
115	INDIGENT FUND EXPENSE RECORDS (CIRCUIT CLERK)	2014	NEG
116	INVESTMENT RECORDS	2009	NET
117	PAID BILLS AND INVOICES	2009	1/4
118	PAYROLL VOUCHERS	2014	1/4
121	SALARY REIMBURSEMENT RECORDS	2009	1/4
122	STIPEND RECEIPT RECORDS	2013	NEG
124	9-1-1 BOAD EXPENSE RECORDS	2009	1/2
200	PTAX-255	2006	NEG
202	CERTIFICATES OF ERROR	2014	NEG
204	DELINQUENT TAX NOTICES (CERTIFIED)	2013	NEG
205	DELINQUENT TAX 30 DAY COURTESY NOTICES	2015	1/4
207	DRAINAGE DISTRICT FINANCIAL RECORDS	2009	2
213	LOCAL TAXING BODY PROOFS OF PUBLICATION	2014	NEG
214	MOBILE HOME TAX FILES	2014	NEG
215	MOBILE HOME TAX RECEIPTS	2013	NEG
216	MOTOR FUEL TAX (MFT)ALLOTMENT NOTICES	2013	NEG
217	PERSONAL PROPERTY REPLACEMENT TAX WARRANTS	2009	NEG
219	REAL ESTATE TAX RECEIPTS	2013	3

Disposition Approved

If any of the above records are microfilmed, I hereby certify that they have been reproduced in compliance with standards given in Sections 4000.50 and 4500.50 of the Regulations of the Local Records Commissions.

If the records are digitized, I certify that they have been reproduced in compliance with standards given in Sections 4000.70 / 4500.70 and will be maintained in compliance with standards given in Sections 4000.80 / 4500.80 of the Regulations of the Local Records Commissions.

I hereby certify that, in compliance with authorization received from the Local Records Commission, the records listed above will be disposed of on or after:

1/09/2017 2/27/17
 Date
 Penny Stevens 1/9/17
 Signature Date
 PENNY STEVENS FORD CO. TREAS/COLLECTOR
 Print name and title on line above

(Signature required only if records have been microfilmed or digitized)

Prepared by: PENNY STEVENS

18.1

RECORDS DISPOSAL CERTIFICATE

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TO: Local Records Commission
Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

COUNTY: FORD COUNTY

RECEIVED

FROM: FORD COUNTY TREASURER

JAN 9 2017

ADDRESS: 200 W. STATE P.O. BOX 92

(Agency Division)
200 W. STATE P.O. BOX 92
(Street, P.O. Box)
PAXTON, IL 60957

Directions:

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3. Retain records until approved copy is returned.

LOC. REC. COMM

CONTACT TELEPHONE: (217) 379-9465

CONTACT EMAIL: penny@fordcounty.illinois.gov

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
220	REPLACEMENT TAX PRINTOUTS	2013	NEG
222	SUPPLEMENTAL SALES TAX REPORTS	2014	NEG
224	TAX BILLS	2009	1
226	TAX DISTRIBUTION AUTHORIZATIONS	2009	NEG
227	TAX DISTRIBUTION LEDGERS	2009	2
230	TAX PROOF REPORTS (FROM COUNTY CLERK)	2013	1/2
231	TAX RECEIPTS REPORTS FOR INCOME, LOCAL USE, IL DEPT	2014	NEG
232	TAX SALE BANKRUPTCY RECORDS	2014 2009	NEG
233	TAX SALE CERTIFICATES	2013	NEG
234	TAX SALE -IN- ERROR RECORDS	2011	NEG

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Date
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Date: 1/9/17
PENNY STEVENS FORD CO. TREAS/COLLECTOR
Print name and title on line above

(Signature required only if records have been microfilmed or digitized)

Prepared by: PENNY STEVENS