

**RESOLUTION 19 - 102**

**WHEREAS**, is it necessary for Department Heads to get prior approve before destroying and or removal of County property, records and or documents; and

**WHEREAS**, Department Heads must first apply to the State of Illinois first and properly receive approval of destroying certain records and or documents; and


**BE IT RESOLVED**, that the Ford County Circuit Clerk's Office successfully sought approval from the State of Illinois on April 11, 2019 to properly destroy certain records and or documents; and

**THEREFORE BE IT NOW RESOLVED**, that the Ford County Circuit Clerk's Office sought approval from the Ford County Finance Committee and the Ford County Board to destroy certain records.

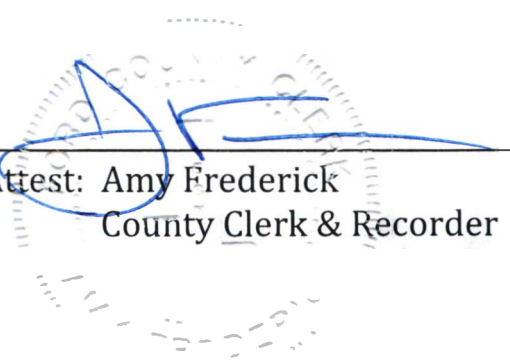
October 14, 2019



Robert Lindgren, Chairman of the Board



Attest: Amy Frederick  
County Clerk & Recorder



RECEIVED

MAR 14 2019

LOC. REC. COMM

APRIL

LOCAL RECORDS COMMISSION  
APPLICATION NUMBER

19:077



Supreme Court of Illinois  
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

Marcia M. Meis  
Director

222 North LaSalle, 13<sup>th</sup> Floor  
Chicago, IL 60601  
Phone (312) 793-3250  
Fax (312) 793-1335

3/11/2019

TO: State of Illinois  
Local Records Commission  
First Floor  
Archives Building  
Springfield, Illinois 62756

3101 Old Jacksonville Road  
Springfield, IL 62704  
Phone (217) 558-4490  
Fax (217) 785-3905

**NOTICE OF INTENT TO DESTROY COURT RECORDS**

I have received from the Clerk of the Circuit Court, Eleventh Judicial Circuit, Ford County, Illinois a "Notice of Intention to Destroy Court Records" dated February 26, 2019, a copy of which is included herewith.

I have reviewed the schedule of items to be destroyed, and you are hereby notified that I intend to authorize the Clerk to dispose of all of the scheduled items pursuant to the provisions of Section 4 of the Local Records Act (50 ILCS 205/4) and the Supreme Court General Administrative Order on Recordkeeping in the Circuit Courts, as amended.

Please notify me, by completing and returning your signed form, indicating which records, if any, included in the schedule of items to be destroyed the Commission will undertake to photograph, microphotograph or, in the alternative, transport to the State Archives or other storage location.

Marcia M. Meis, Director  
Administrative Office of the Illinois Courts

By:

Amy Patterson  
Court Services Division

**DISPOSITION OF NOTICE OF INTENTION TO DESTROY**  
**COURT RECORDS**

TO: Hon. Kim Evans  
Ford County Circuit Clerk  
200 West State  
Paxton, IL 60957-0080

RE: Disposal of Records of the Circuit Court of Ford County

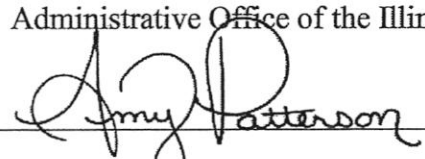
Attached is a copy of the NOTICE OF INTENT TO DESTROY COURT RECORDS certified by you, February 26, 2019. The appropriate action for you to take is marked below.

- ✓ 1. You are hereby authorized to destroy\* those records as described under Item(s) No. 1 through 3.
2. Those records described under Item(s) No. \_\_\_\_\_ are NOT authorized for destruction and must be retained.
3. Those records described under Item(s) No. \_\_\_\_\_ are authorized for release to the Local Records Commission to be transported to the State Archives or other storage location.
4. Those records described under Item(s) No. \_\_\_\_\_ are to be retained and microfilmed, after which you may submit a new Notice of Intent to Destroy Records.
- ✓ 5. Upon completion of any authorized disposal, you MUST complete a RECORDS DISPOSAL CERTIFICATE to be filed with the Administrative Office of the Illinois Courts.

Dated: April 11, 2019

Marcia M. Meis, Director  
Administrative Office of the Illinois Courts

BY: \_\_\_\_\_

  
Amy Patterson  
Court Services Division

\*These records may be burned where permitted; shredded and given away or sold for recycling; or disposed of as waste paper.

MAIL TO: \_\_\_\_\_  
Administrative Office of the Illinois Courts  
3101 Old Jacksonville Road  
Springfield, IL 62704

NOTICE OF INTENT TO DESTROY OR OTHERWISE DISPOSE OF RECORDS

Judicial Circuit: 11 County: Ford Page: 1 of \_\_\_\_\_ pages

I hereby certify that the records described in the following schedule of items to be destroyed are not needed in the transaction of current business and are not of sufficient administrative, legal or fiscal value to warrant further preservation or retention in their original form.

Kim Evans

CLERK OF THE CIRCUIT COURT

2-13-19

DATE

ITEM NUMBER	SCHEDULE OF ITEMS TO BE DESTROYED 1. Describe item or record to be destroyed 2. Show earliest date (FROM) and latest date (TO) 3. Show required or recommended retention period 4. a) Indicate (X) if record has been microfilmed; if so b) Complete certification at bottom of page	FROM	TO	RETENTION PERIOD	MICRO-FILMED
1	82 TR 1 to 87 TR 71 tickets	82	87	5	
2	89 TR 1 to 95 TR 2450 tickets	89	95	5	
3	05 TR 1 to 05 TR 2157 tickets	05 TR 1	05 TR 2157	5	
4	Daily Voucher Totals	2010	2014	5	
5	Cancelled checks	1983	1988	5	

I hereby certify that, to the best of my knowledge and belief, the microfilm copies of the items checked have been prepared in accordance with the standards of the State Records Commission and will be adequate substitutes for the original records. I further certify that one microfilm copy is retained in my office and the microfilm negative has been deposited in the Illinois State Archives.

Kim Evans

CLERK OF THE CIRCUIT COURT

2-13-19

DATE