

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

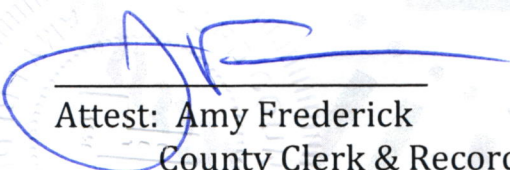
BE IT RESOLVED, that the Ford County Treasurer's Office successfully sought approval from the State of Illinois on January 9, 2017 to properly destroy certain records; and

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

(Street, P.O. Box)

(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
Date: 2/27/17
Signature: Penny Stevens
Date: 1/9/17
Signature: 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