

RESOLUTION 18 - 96


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 documents; and

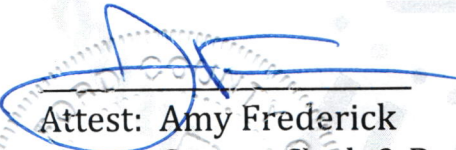
BE IT RESOLVED, that the Ford County Sheriff's Office successfully sought approval from the State of Illinois on August 31, 2018 to properly destroy certain records and documents; and

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

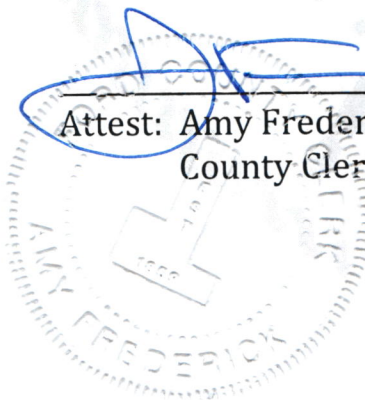
November 12, 2018



Randy Berger, Chairman



Attest: Amy Frederick
County Clerk & Recorder





August 31, 2018

Ms. Kathleen McCabe
Ford County Sheriff's Office
235 N. American Street
Paxton, IL 60957

Dear Ms. McCabe,

Your Records Disposal Certificate for Application 91:121 is approved as amended.

- Application Item #3 "Alarm"- The inclusive dates and volume were omitted on the Records Disposal Certificate. This item is marked out and stamped as "NOT approved".
- Application Item #11 "Daily Bond Logs"- The inclusive date listed as "2010-2016" was changed to "2010-2015" to comply with the required two (2) year retention schedule on your application.
- Application Item #43 "Crash Reports" with inclusive date listed as "2006-2012" has been changed to "2006-2010" to comply with the required seven (7) year retention schedule on your application.
- Application Item #44 "Traffic Tickets" with inclusive date listed as "2008-2016" has been changed to "2008-2015" to comply with the required two (2) year retention schedule on your application.

Enclosed you will find your approved certificate, a blank certificate (new form), a copy of your application's relevant pages and a computing retention guide to help you with resubmitting a disposal to me for these four items.

Kind regards,

Carol J. Moore

Illinois State Archives
Records Management Division
(217) 782-7076