

**RESOLUTION 20 - 52**

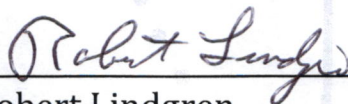
**WHEREAS**, is it necessary for Department Heads to get prior approve before destroying and or removal of County property, records and or documents; and

**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 Probation Office successfully sought approval from the State of Illinois in January, 2020 to properly destroy certain records and or documents; and

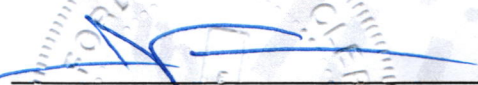
**THEREFORE BE IT NOW RESOLVED**, that the Ford County Probation Office sought approval from the Ford County Finance Committee and the Ford County Board to destroy certain records.

July 13, 2020



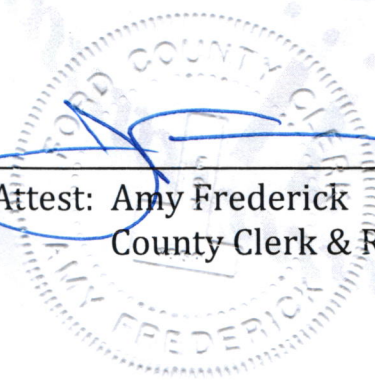
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Robert Lindgren  
Chairman of the Board



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Attest: Amy Frederick  
County Clerk & Recorder





# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 05:125

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

**RECEIVED**

JAN 21 2020

COUNTY: FORD

FROM: Ford County Probation

(Agency Division)  
200 W State St

ADDRESS: (Street, P.O. Box)  
Paxton, IL 60957

(City, ZIP Code)

CONTACT TELEPHONE: (217) 379-9450

CONTACT EMAIL: sshell@fordcounty.illinois.gov

**Directions:**

1. Fill in all blanks and columns.
2. Application item numbers must be listed in numerical order.
3. Record series titles must be listed as they appear on application.
4. Sign and send certificate to above address sixty (60) days prior to disposal date.
5. Retain records until approved copy is returned.
6. This form can be found online at <http://www.cyberdriveillinois.com/>.

LOG. REC. CCMM

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES (MONTH/YEAR)	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
2✓	Adult Case Files	2010-2011 ✓	3.0 Cu. Ft
7✓	Budget Records	2012 ✓	Neg.
12✓	Expense Reports	2012 ✓	Neg.
13✓	Grant Files	2012-2015 ✓	Neg.
16✓	Juvenile Case Files	2010-2011 ✓	1.0 Cu. Ft
21✓	Paid Bills and Invoices	2012 ✓	Neg.
25	Restorative Justice Case Files (Juveniles)	2010-2011 ✓	Neg.
29	Victim Impact Records - 5 years 2019-5-2014	2013-2015-2014	Neg.
<b>DISPOSITION APPROVED AS AMENDED</b>			Total Volume from all pages Cu. Ft. <u>4.5</u> MB/GB _____

8  
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:

Date: 6/11/20  
Signature: [Signature]  
Ellen Maxey, CMO/Director

Approved by ILSOS: [Signature]  
Date: 11/12/2020

Print name and title on line above

Prepared by: Suzanne Shell, Chief Deputy Clerk

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