

RESOLUTION 21 – 62

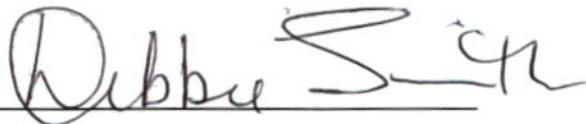
**WHEREAS**, it is necessary for department heads to get prior approval before destroying County property, records and documents,

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

**BE IT RESOLVED**, that the Ford County Probation and Court Service's Office successfully sought approval from the State of Illinois on April 21, 2021 to properly destroy certain records; and

**THEREFORE, BE IT NOW RESOLVED**, that the Ford County Probation and Court Services Office sought approval from the Ford County Finance Committee and the Ford County Board.

Dated this 14<sup>th</sup> day of June, 2021.



Debbie Smith  
Ford County Board Chairman



Attest: Amy Frederick  
County Clerk & Recorder



# RECORDS DISPOSAL CERTIFICATE

RECEIVED

APR 26 2021

LOC. REC. COMM

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

APPLICATION #: 05:125

COUNTY: FORD

FROM: Ford County Probation

ADDRESS: (Agency Division)  
200 W State St

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

(City, ZIP Code)

CONTACT TELEPHONE: (217) 379-9450

CONTACT EMAIL: [sshell@fordcounty.illinois.gov](mailto: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/>.

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES (MONTH/YEAR)	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
2 ✓	Adult Case Files	2012 ✓	4.5 Cu. Ft
7 ✓	Budget Records	2013 ✓	Neg.
9 ✓	Employee Time Sheets	2005-2017 ✓	.5 Cu. Ft
10 ✓	Employee Time Vouchers	2005-2017 ✓	Neg.
12 ✓	Expense Reports	2013 ✓	Neg.
16 ✓	Juvenile Case Files	2013 ✓	.5 Cu. Ft
21 ✓	Paid Bills and Invoices	2013 ✓	Neg.
25 ✓	Restorative Justice Case Files - 5 years	2001-2017 <sup>2015</sup>	.5 Cu. Ft - 2020-5 = 2015
29 ✓	Victim Impact Records	2015 ✓	Neg.
DISPOSITION APPROVED <i>as amended</i>			Total Volume from all pages Cu. Ft. <u>6.0</u> MB/GB _____

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: 7/1/21  
Signature: Suzanne Montoya  
Suzanne Montoya, CMO/Director  
Print name and title on line above

Approved by: UNSA  
Date: 4/21/2021  
Date

Prepared by: Suzanne Shell, Chief Deputy Clerk

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