

RESOLUTION 22 - 65

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 July 14, 2022 to properly destroy certain records; and

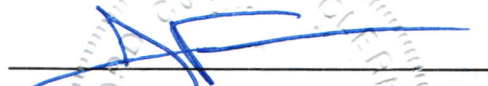
THEREFORE, BE IT NOW RESOLVED, that the Ford County Probation and Court Services Office sought approval from the Ford County Finance Committee and the Ford County Board.

Dated this 12th day of September, 2022.



Debbie Smith

Ford County Board Chairman



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

COUNTY: FORD

FROM: Ford County Probation

ADDRESS: (Agency Division)
200 W State St

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

(City, ZIP)

CONTACT TELEPHONE: (217) 379-9450

CONTACT EMAIL: sshell@fordcounty.illinois.gov

RECEIVED

JUL 19 2022

LOC. REC. COMM

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.
5. Retain records until approved copy is returned.
6. This form can be found online at ilsos.gov.

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES (MONTH/YEAR)	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
2	Adult Case Files	2013 ✓	4.5 Cu. Ft
3	Adult Cognitive Behavioral Files	2008-2014 ✓	.5 Cu. Ft
4	Administrative Correspondence Files	2008-2014 ✓	Neg.
6	Annual Summary Reports	2000-2014 ✓	1.5 Cu. Ft
7	Budget Records	2014 ✓	Neg.
9	Employee Time Sheets	2005-2018 ✓	1 Cu. Ft
10	Employee Time Vouchers	2005-2018 ✓	1 Cu. Ft
16	Juvenile Case Files	2014 ✓	.5 Cu. Ft
21	Paid Bills and Invoices	2014 ✓	Neg.
22	Statistical Reports DCS not match APP Title	2000-2014	Item Not Approved
25	Restorative Justice Case Files - previously approved	2004-2008	Item Not Approved
29	Victim Impact Records	2016 ✓	Neg.
<p>#25 4/26/21 approval for 2001-2015</p> <p>DISPOSITION APPROVED as amended</p>			<p>Total Volume from all pages</p> <p>Cu. Ft. 11</p> <p>MB/GB</p>

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:

9/9/2022

Disposal date set by the ILSOS

Signature of the Agency Official
Jennifer Anderson

Jennifer Anderson, CMO

Print Agency Official name and title on line above

7/14/22

Approved by ILSOS

Signature of the Agency Official
7/14/22

Submission Date

Prepared by: Suzanne Shell, Chief Deputy Clerk

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