

**RESOLUTION 24 - 48**


**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 and Court Service's Office successfully sought approval from the State of Illinois on May 30, 2024 to properly destroy certain records and or documents; and

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

Dated: June 10, 2024

  
\_\_\_\_\_  
Debbie Smith  
Chairman of the Board

  
\_\_\_\_\_  
Attest: Amy Frederick  
Ford County Clerk & Recorder

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 05:125

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

**RECEIVED**

APR 30 2024

COUNTY: Ford

FROM: Ford County Probation

(Agency Division)  
ADDRESS: 200 W. State St.

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

(City, ZIP)


CONTACT TELEPHONE: (217) 379-9450

CONTACT EMAIL: suden@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 or email to recordsmgt@ilsos.gov.
5. Retain records until approved copy is returned.

LOC.REC.COMM.

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
2	Adult Case Files	2014-2017	10 Cu. Ft. ✓
4	Administrative Correspondence Files	2015-2017	Neg. ✓
6	Annual Summary Reports	2015-2017	.5 Cu. Ft. ✓
7	Budget Records	2015-2017	.5 Cu. Ft. ✓
16	Juvenile Case Files	2015-2017	.5 Cu. Ft. ✓
21	Paid Bills and Invoices	2015-2017	.5 Cu. Ft. ✓
29	Victim Impact Records	2017-2018	Neg. ✓
 <b>Disposition Approved</b>			
			Total Volume from all pages Cu. Ft. <u>12</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:

Disposal date set by the ILSOS: 5/30/24  
 Signature of the Agency Official: Jennifer Anderson  
 Approved by ILSOS: KCB  
 Submission Date: 4/30/24

Jennifer Anderson, CMO

Print Agency Official name and title on line above

Prepared by: Sarah Uden, Chief Deputy Clerk

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