

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 90:267

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

RECEIVED

FEB 16 2011

COUNTY: Edgar

FROM: City of Paris

(City Clerk)

ADDRESS: 206 S. Central Avenue
Street, P.O. Box
Paris, IL 61944

TELEPHONE: (217) 465-7601

CONTACT: Bridget Anderson

Directions:

1. Fill in all blanks and columns.
2. Sign and send certificate to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

LOC. REC. COMM

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
19	Cash receipts	00/01, 01/02 ✓	4.5
41	Employee time cards and sheets	1968-1969, 74-76 ✓	6
42	Employee weeking time reports	1963-1966 ✓	4
48	General ledgers	2002, 2003 ✓	2
60	Misc. license stubs	1970-1972 ✓	2
61	Monthly Utility Billing sheets	2003-2007 ✓	10
64	Paid bills and invoices	2000-2003 ✓	22.5
65	Paid water and sewer bill stubs	2004-2007 ✓	9

Disposition Approved

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibly in all details in a medium that does not permit additions, deletions, or changes to the images.

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

May 1, 2011

Bridget Anderson 2/15/11

Signature Date

Bridget Anderson, Deputy City Clerk

Print Name and Title on line above

Prepared by: Bridget Anderson

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