

Local Records Unit
 Illinois State Archives
 Margaret Cross Norton Building
 Springfield, IL 62756
 (217)782-7075

**APPLICATION FOR AUTHORITY TO
 DISPOSE OF LOCAL RECORDS**

COUNTY Coles	CITY Charleston	ZIP 61920	LOCAL RECORDS COMMISSION APPROVAL
AGENCY Coles County Sheriff			<i>John Curtin</i> CHAIRMAN
ADDRESS 701 – 7 th Street			
PHONE (217) 348-7330			
<p>I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm or digitized copies will be made in accordance with standards of the Local Records Commission and will be adequate substitutes for the original records.</p>			<i>David A. Joens</i> DIRECTOR, STATE ARCHIVES
<i>Darrell Cox, County Sheriff</i>	<i>July 30, 2010</i>		
Signature of Agency Head	Date		
<i>Darrell Cox, County Sheriff</i>			<i>September 8, 2010</i> DATE

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF:

- AFTER THEIR INDIVIDUAL RETENTION PERIOD IS COMPLETE,
- IF THEY ARE CORRECTLY LISTED ON A RECORDS DISPOSAL CERTIFICATE SUBMITTED TO AND APPROVED BY THE LOCAL RECORDS COMMISSION SIXTY (60) DAYS PRIOR TO DISPOSAL,
- PROVIDING ANY LOCAL, STATE, AND FEDERAL AUDIT REQUIREMENTS HAVE BEEN MET,
- AS LONG AS THEY ARE NOT NEEDED FOR ANY LITIGATION EITHER PENDING OR ANTICIPATED.

THIS RECORDS RETENTION SCHEDULE DOES NOT RELIEVE LOCAL GOVERNMENTS OF RETENTION REQUIREMENTS MANDATED BY OTHER STATE AND FEDERAL STATUTES AND/OR REGULATIONS. WHEN SUCH AN OBLIGATION DOES EXIST, THEN THE LONGER RETENTION PERIOD TAKES PRECEDENCE.

DISPOSAL OF RECORDS AFTER MICROFILMING OR DIGITIZING MUST BE NOTED ON THE RECORDS DISPOSAL CERTIFICATE.

THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES
 ARE TO BE RETAINED PERMANENTLY.

This Application supersedes Application #89:345.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<u>ADMINISTRATIVE RECORDS</u>
100.	<u>APPLICATIONS FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND RECORDS DISPOSAL CERTIFICATES</u> Dates: 1989- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.
101.	<u>ACCIDENT REPORTS</u> Dates: 1998- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of, provided no litigation is pending or anticipated.
102.	<u>ADMINISTRATIVE FILES (SEMINAR MATERIALS, CONVENIENCE COPIES AND MISCELLANEOUS CORRESPONDENCE INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORD SERIES)</u> Dates: 2001- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
103.	<u>"FREEDOM OF INFORMATION ACT" REQUESTS AND DENIALS</u> Dates: 1989- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years from date of filing, then dispose of.
104.	<u>ILLINOIS UNIFORM TRAFFIC TICKETS AND COMPLAINTS</u> Dates: 1981- Volume: 12 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.
105.	<u>JUVENILE RECORD FILES</u> Dates: 1982- Volume: 10 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological Recommendation: Retain for one (1) year after subject reaches legal age, then dispose of.
106.	<u>REPORTS TO STATE'S ATTORNEY (DAILY)</u> Dates: 1997- Volume: ¼ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
107.	<p data-bbox="331 373 695 401"><u>SHERIFF'S FEE BOOKS</u></p> <p data-bbox="331 447 1003 583">Dates: 1892- Volume: 7 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="331 627 1430 688">Recommendation: Retain for seven (7) years, then dispose of.</p>
108.	<p data-bbox="331 772 732 800"><u>TOWED VEHICLE REPORTS</u></p> <p data-bbox="331 846 1003 982">Dates: 2005- Volume: ¼ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="331 1026 1430 1087">Recommendation: Retain for one (1) year after release of vehicle from custody, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
200.	<p data-bbox="743 373 1065 401" style="text-align: center;"><u>DETECTIVE RECORDS</u></p> <p data-bbox="331 443 1243 470"><u>I.U.C.R. (MANAGEMENT INFORMATION SYSTEM REPORTS)</u></p> <p data-bbox="331 520 1003 653">Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="331 699 1435 800">Recommendation: Retain for one (1) year providing the information is verified and audited with the annual report, then dispose of.</p>
201.	<p data-bbox="331 877 675 905"><u>L.E.A.D.S. RECORDS</u></p> <p data-bbox="331 951 1003 1083">Dates: 2002- Volume: 8 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="331 1129 1455 1377">Recommendation: Retain L.E.A.D.S. Administrative Directed Messages (entered), User Analysis Monthly reports, Routine, Non-Directed Administrative Messages (received), Validations and Purges, and Usage Statistics Criminal Inquiry Logs for one (1) year, then dispose of.</p> <p data-bbox="669 1423 1471 1703">Retain printouts concerning L.E.A.D.S. Validated Computer Hot Files for eighteen (18) months, then dispose of provided no litigation is pending or anticipated. Retain printouts of Purge Listings of Non-Validated L.E.A.D.S. records and L.E.A.D.S. Purchasing Agreements (copies) for two (2) years, then dispose of.</p> <p data-bbox="669 1749 1471 1843">Retain L.E.A.D.S. Criminal Inquiry Monthly Reports and L.E.A.D.S. Daily Bulletins for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
202.	<p>Retain printouts of Validated Overdue listings for ninety (90) days, then dispose of.</p> <p><u>L.E.A.D.S./N.C.I.C. "HIT FILE" AGENCY RECORD COPIES</u></p> <p>Retain printouts on operational inquiries on an individual or property which yields a valid positive response (hit) for a minimum of seven (7) years or until all possible levels of appeal are exhausted or the possibility of a civil suit is no longer anticipated, whichever is longer.</p> <p><u>OFFENSE/ARREST/INCIDENT REPORTS</u></p> <p>Dates: 1997- Volume: 84 Cu. Ft. Annual Accumulation: 6 Cu. Ft. Arrangement: Numerical</p> <p>Recommendation: Retain for seven (7) years, then dispose of except for those reports/cases relating to the prosecution of the following offenses:</p> <ul style="list-style-type: none">a) first-degree murderb) second degree murderc) involuntary manslaughterd) reckless homicidee) treasonf) arsong) forgeryh) theft involving breach of a fiduciary obligation where the aggrieved party has been declared to have a legal disability for which (a through g) there are no Statute of Limitations for Prosecution (see "Illinois Criminal Code," Section 3-5, General Limitations) and cases in which time

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203.	<p>limits for prosecution of the offenses described therein may be extended under the provisions of the "Illinois Criminal Code," Section 3-7 (2), c, d, and e, Extended Limitations.</p> <p>Retain reports/case files for which there are no Statutes of Limitations (first-degree murder, second-degree murder, involuntary manslaughter, reckless homicide, treason, and forgery) and reports/case files on thefts involving breach of a fiduciary obligation where the aggrieved party has been declared to have a legal disability for eighty (80) years, then dispose of.</p> <p>Retain reports/case file where the aggrieved party is a minor for which extended limitations for prosecution apply under Section 3-6 (2) c, d, and e of the "Illinois Criminal Code" for twenty-two (22) years, then dispose of.</p> <p><u>ORDERS OF PROTECTION</u></p> <p>Dates: 2004- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years following duration of the order (If extended: Retain for three (3) years from date of last expiration), then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
204.	<p data-bbox="331 373 1019 401"><u>PHOTOGRAPHS OF RUNAWAYS AND ESCAPEES</u></p> <p data-bbox="331 447 1008 583">Dates: 2001- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="331 627 1468 688">Recommendation: Retain for one (1) year after apprehended, then dispose of.</p>
205.	<p data-bbox="331 772 789 800"><u>RACIAL PROFILING RECORDS</u></p> <p data-bbox="331 846 1008 982">Dates: 2005- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="331 1026 1468 1230">Recommendation: Retain data collected for two (2) years after information has been transferred to the Illinois Department of Transportation, then dispose of. Retain reports of findings for seven (7) years, then dispose of.</p>

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206.	<p>The following item #206 was added to Application 10:241 and approved by the Local Records Commission on November 3, 2010.</p> <p style="text-align: right;">_____ Chairman</p> <p><u>WARRANTS SERVED, PROOF OF SUMMONS ETC. (COPIES)</u></p> <p>Dates: 1965- Volume: 30 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years after serving papers, then dispose of.</p> <p>The following item #207 was added to Application 10:241 and approved by the Local Records Commission on May 3, 2011.</p> <p style="text-align: right;">_____ Chairman</p>
207.	<p><u>SEX OFFENDER REGISTRATION LISTS</u></p> <p>Dates: 2001- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain until updated, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<u>FISCAL RECORDS</u>
300.	<u>CANCELLED CHECKS, BANK STATEMENTS, DEPOSIT SLIPS, PAID BILLS, INVOICES</u> Dates: 2001- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.
301.	<u>CASH RECEIPTS, CHECK COPIES, CHECK STUBS</u> Dates: 2005- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.
302.	<u>CLAIMS TO COUNTY</u> Dates: 1998- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.
303.	<u>GAS TICKETS</u> Dates: 1984- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.

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304.	<u>SHERIFF'S SALE FILES</u> Dates: 1984- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.

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	<u>JAIL RECORDS</u>
400.	<u>BAIL BOND AGREEMENTS</u> Dates: 2005- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for three (3) years after date of issuance, then dispose of.
401.	<u>CELL CHECK REPORTS</u> Dates: 2001- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for five (5) years, then dispose of.
402.	<u>COMMISSARY RECEIPTS (PRISONERS' PURCHASES)</u> Dates: 2004- Volume: 3 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological Recommendation: Retain for one (1) year after release from custody, then dispose of.
403.	<u>INMATE MAIL LOGS</u> Dates: 1997- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one (1) year, then dispose of.

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404.	<p data-bbox="331 373 751 401"><u>INMATE MEDICATION LOGS</u></p> <p data-bbox="331 447 1005 583">Dates: 1990- Volume: ¼ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="331 627 1414 688">Recommendation: Retain for five (5) years, then dispose of.</p>
405.	<p data-bbox="331 772 656 800"><u>INMATE PHONE LOGS</u></p> <p data-bbox="331 846 1005 982">Dates: 1985- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="331 1026 1474 1087">Recommendation: Retain for one (1) year after release from custody, then dispose of.</p>
406.	<p data-bbox="331 1171 769 1199"><u>JAIL POPULATION REPORTS</u></p> <p data-bbox="331 1245 1005 1381">Dates: 2005- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="331 1425 1414 1486">Recommendation: Retain for four (4) years, then dispose of.</p>
407.	<p data-bbox="331 1570 976 1598"><u>OFFICER'S ACTIVITY REPORTS (DAILY)</u></p> <p data-bbox="331 1644 1005 1780">Dates: 1988- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="331 1824 1468 1843">Recommendation: Retain for two (2) years, then dispose of.</p>

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408.	<p data-bbox="331 373 789 401"><u>PRISONER'S HEALTH SHEETS</u></p> <p data-bbox="331 445 987 583">Dates: 1976- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="331 627 1414 688">Recommendation: Retain for five (5) years after release from custody, then dispose of.</p>
409.	<p data-bbox="331 772 824 800"><u>PRISONER'S SICK CALL LISTS</u></p> <p data-bbox="331 844 1003 982">Dates: 1990- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="331 1026 1414 1087">Recommendation: Retain for five (5) years, then dispose of.</p>
410.	<p data-bbox="331 1171 748 1199"><u>SECURITY CHECK REPORTS</u></p> <p data-bbox="331 1243 1003 1381">Dates: 1994- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="331 1425 1390 1486">Recommendation: Retain for sixty (60) days after completion of detail, then dispose of.</p>
411.	<p data-bbox="331 1570 808 1598"><u>SHERIFF'S PROCESS DOCKETS</u></p> <p data-bbox="331 1642 1003 1780">Dates: 1995- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="331 1824 1430 1885">Recommendation: Retain for seven (7) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
412.	<u>SHIFT WORKSHEETS (DAILY)</u> Dates: 2003- Volume: ¼ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one (1) year, then dispose of.

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500.	<p data-bbox="743 373 1065 401" style="text-align: center;"><u>PERSONNEL RECORDS</u></p> <p data-bbox="326 443 846 470"><u>APPLICATIONS FOR EMPLOYMENT</u></p> <p data-bbox="326 516 987 653">Dates: 2006- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="326 699 1474 905">Recommendation: Retain solicited applications and supporting documents for two (2) years from date of the application, then dispose of. Retain unsolicited applications and supporting documents for one (1) year from date of the application, then dispose of.</p>

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501.	<p data-bbox="329 373 1243 401"><u>OFFICIAL PERSONNEL RECORDS (END-OF-YEAR RECORDS)</u></p> <p data-bbox="329 447 987 583">Dates: 1978- Volume: 2 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical</p> <p data-bbox="329 627 1463 1045">Recommendation: Retain individual work and salary history records for sixty (60) years or until terminated employee's 78th birthday, whichever occurs first, then dispose of. If the employee has not retired by age 78, retain individual work and salary history records for ten (10) years after termination of employment, then dispose of. Retain all other records within this record series for five (5) years after termination of employment, then dispose of.</p> <p data-bbox="669 1094 1455 1339">If the employee is deceased retain for five (5) years after date of death, then dispose of provided no litigation is pending or anticipated. If litigation is pending retain until conclusion of all judicial action (including appeals), then dispose of.</p>
502.	<p data-bbox="329 1419 1300 1446"><u>TIME SHEETS (REQUESTS FOR TIME OFF, OVERTIME, ETC.)</u></p> <p data-bbox="329 1493 1008 1629">Dates: 1976- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="329 1673 1463 1770">Recommendation: Retain for two (2) years, then dispose of, providing the information is recorded in the personnel file.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
503.	<u>WORKMAN'S COMPENSATION RECORDS</u> Dates: 1980- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven (7) years following settlement, then dispose of.