

Coles

Sy 345

SECRETARY OF STATE
JESSE WHITE
RECORDS MANAGEMENT
Fax 217-557-1928
Phone 217-782-7075

facsimile transmittal

To: Marlene Fax: 217-348-7345

Tel: 217-348-0585

From: Pat Sriner, Secretary

Fax: 217-557-1928

Illinois State Archives - Records
Management - Springfield, IL 62756

Tel: 217-782-7075

Date: 5-6-10

Re: AP# 89:345

Pages: 18 pgs

Coles Co Sheriff Dept.

Urgent For Review Please Comment Please Reply Per Request

Notes:

Cover FAX sheet

1 pg

3 pgs

SAMPLE w/ instructions
compute retention of cubic feet
BLANK disposal form

AP# 89:345

14 pgs

If ?'s, call Wanda Schmidgall, Archivist

217-782-1204 (Spfld, Ill)

Pat

ILLINOIS STATE ARCHIVES
LOCAL RECORDS UNIT
SPRINGFIELD, ILLINOIS 62756

03/09/2010

Notification of your intent to dispose of records from APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS 89:345 has been received and processed by this office. An approved copy of your RECORDS DISPOSAL CERTIFICATE is enclosed and must be retained by your office permanently.

- The Disposal Certificate was approved as submitted.
- Please note that the Local Records Disposal form is available as a word document. If you feel this would be helpful, please e-mail me at scowles@ilsos.net with your request and the form will be sent to you electronically.

Unless otherwise indicated, you now have authority to dispose of the records on or after the disposal date listed on the certificate. Should you need additional assistance, please contact our staff at (217) 782-1080.

Thank you.



Sheila Cowles

Administrative Assistant
Illinois State Archives
Local Records Unit

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 Illinois State Archives Building
 Springfield, IL 62756
 (217 782-7075)

RECEIVED

JAN 28 2010

LOC. REC. COMM.

APPLICATION #: 89:345

COUNTY: Coles

FROM: Coles County Sheriff's Office

Agency, Division

ADDRESS: 701 7TH STREET

Street, P.O. Box

Charleston, IL 61920

City, Zip Code

TELEPHONE: (217) 348-7330

CONTACT: _____

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.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
15	Jail Logs	2002-2003 ✓	6 CF
11	Commissary Sheets	2004 ✓	6 CF
6	Bank Records	1997-2001 ✓	6 CF
4	Bail Bond Agreements	2004-2005 ✓	4 CF
3	Applications	2005-2006 ✓	¼ CF
29	Served Warrants	1996-2002 ✓	39 CF
29	Orders of Protection /Expired	2002-2004 ✓	7 CF
31	Offense Reports	1997 ✓	½ CF
48	Abandoned Vehicles/Tow Records	11/04/12/05 ✓	1 CF
29	Records Checks	2000-2001 ✓	½ CF
13	Population Reports	2005 ✓	½ CF

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 above will be disposed of on or after

April 1st, 2010

Stella Sheppard 1/26/10
 Signature Date

Stella Sheppard #103 Admin Clerk
 Please print name and title on the line above

Prepared by: Stella Sheppard

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

70.75 CF

WS

ILLINOIS STATE ARCHIVES
LOCAL RECORDS UNIT
SPRINGFIELD, ILLINOIS 62756

03/19/2008

Notification of your intent to dispose of records from APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS # 89:345 has been received and processed by this office. An approved copy of your RECORDS DISPOSAL CERTIFICATE is enclosed and must be retained by your office permanently.

- The Disposal Certificate was approved as amended.
- The Local Records Commission requires that disposal certificates be submitted to our office sixty days prior to the disposition of records, therefore the disposal date on your disposal certificate is now listed as April 29, 2008; sixty days from the date of signature.
- Please note that the Local Records Disposal form is available as a word document. If you feel this would be helpful, please e-mail me at scowles@ilsos.net with your request and the form will be sent to you electronically.

Unless otherwise indicated, you now have authority to dispose of the records on or after the disposal date listed on the certificate. Should you need additional assistance, please contact our staff at (217) 782-1080.

Thank you.



Sheila Cowles
Administrative Assistant
Illinois State Archives
Local Records Unit

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 Illinois State Archives Building
 Springfield, IL 62756
 (217 782-7075)

RECEIVED

MAR 03 2008

LOC. REC. COMM.

APPLICATION #: 89:345

COUNTY: Coles

FROM: Coles County Sheriff's Office

Agency, Division

ADDRESS: 701 7TH STREET

Street, P.O. Box

Charleston, IL 61920

City, Zip Code

TELEPHONE: (217) 348-7330

Directions:

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CONTACT: _____

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
2	Administrative Correspondence	2001 ✓	2
4	Bail Bond Agreements	1999-2003 ✓	3
6	Cancelled Checks, Bank Statements	1999-2000 ✓	2
8	Cash Receipts	2002-2005 ✓	1
11	Commissary Sheets	2002-2003 ✓	5
13	Daily Jail Population Reports	2000-2001 ✓	1
24	Inmate Prn Logs	1985-1990 ✓	4.5
25	Jail Daily Activity Logs	2002 ✓	3
28	Juvenile Record Files	1979-1982 ✓	2
29 50	Served Warrants	2000-2001 ✓	33
29	Expired Order of Protections	1999-2000 ✓	3
29	L.E.A.D.S Validations	2003-2004 ✓	2
32	Paid Bills And Invoices	1998-2000 ✓	5
38	Radio Transmission Logs	1997 ✓	2
46	Traffic Accidents Reports	1996-1998 ✓	3

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MARCH 15TH, 2008

4/29/08

Stella Jafford 2/29/08
 Signature Date

Stella Jafford #103 Records Clerk
 Please print name and title on the line above

Prepared by: Stella Jafford

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

71.5
cf

WS

ILLINOIS STATE ARCHIVES
LOCAL RECORDS UNIT
SPRINGFIELD, ILLINOIS 62756

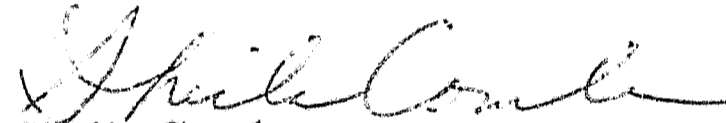
2/15/2007

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- (X) The Disposal Certificate was approved as submitted.
- (X) Please note that the Local Records Disposal form is available as a word document. If you feel this would be helpful, please e-mail me at scowles@ilsos.net with your request and the form will be sent to you electronically.

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Thank you.



Sheila Cowles
Administrative Assistant
Illinois State Archives
Local Records Unit

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 Illinois State Archives Building
 Springfield, IL 62756
 (217 782-7075)

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FEB 01 2007

LOC. REC. COMM.

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COUNTY: Coles

FROM: Coles County Sheriff's Office

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Agency, Division

Street, P.O. Box

Charleston, IL 61920

City, Zip Code

TELEPHONE: (217) 348-7330

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APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
7	CASE FILES	1991-1993 ✓	17
31	OFFENSE REPORTS	1992-1993 ✓	4
38	RADIO TRASMISSION LOGS	1995-1996 ✓	3
2	ADMINISTRATIVE CORRESPONDENCE	1988-1999 ✓	8
4	BAIL BOND AGGREEMENTS	1999-2002 ✓	4
9	CELL CHECK REPORTS	1998-2001 ✓	6
8	CASH RECEIPTS	1997-1998 ✓	2
29	L.E.A.D.S PRINTOUTS (EXPIRED OP'S)	1998-1999 ✓	3
6	CHECKS FROM OLD BANK	NONE ?	1/4
28	JUVENILE RECORD FILES	1971-1979 ✓	3
11	COMMISSARY RECEIPTS	1997 ✓	3

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March 31st 2007

Stella Jafford 1/31/07
 Signature Date

Stella Jafford
 Please print name and title on the line above

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

53.25
cf

WS

