

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 & cubic feet
BLANK disposal form

AP# 89:345

14 pgs

If ?'s, call Wanda Schmidgall, Archivist
217-782-1204 (Spfld, IL)

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)

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.

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:

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.

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

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

Signature: Stella Stafford Date: 1/26/10
Please print name and title on the line above
Stella Stafford #103 Admin Clerk

Prepared by:

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.

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 #: 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:

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	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

**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

MARCH 15TH, 2008

Stella Jafford 2/29/08
Signature Date
Stella Jafford #103 Records Clerk
Please print name and title on the line above

Prepared by:

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

ILLINOIS STATE ARCHIVES
LOCAL RECORDS UNIT
SPRINGFIELD, ILLINOIS 62756

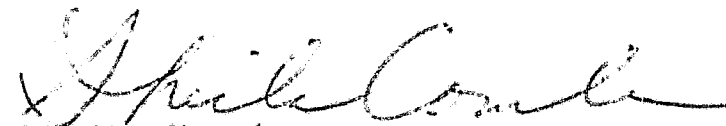
2/15/2007

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.

- (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.

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

FEB 01 2007

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:

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
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

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

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

53.25
cf

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

March 31st 2007

Stella Stafford 1/31/07
Signature Date

Stella Stafford
Please print name and title on the line above

LR-4 11

WS

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission

1st Floor East- State Archives Building
Springfield, IL 62756
(217) 782-7075

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 #: 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

RECEIVED

MAR 08 2005

LOG. REC. COMM.

49.50 cf

49.5-

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
2	Administrative Correspondence	2001 ✓	6
3	Application for employment	1998-2002 ✓	2.5
4	Bail Bond	2000-2001 ✓	2
6	Cancelled Checks	1996 ✓	2
8	Cash Receipts	2001 ✓	2
11	Commissary Receipts	1985-2002 ✓	5
13	Jail Population Reports	1996-2001 ✓	2
29	L.E.A.D.S Printouts	1998-2001 ✓	24
38	Radio Transmission Logs	1993 ✓	2
48	Towed Vehicle Reports	1998-2002 ✓	2
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 4900.50 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 7th, 2005
Stella A. Stalord 3/7/05
Signature Date

Stella A. Stalord
Please print name and title on the line above

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

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission

1st Floor East- State Archives Building

Springfield, IL 62756

(217) 782-7075

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.

RECEIVED

MAR 12 2003

LOC. REC. COMM.

101-25

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

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
2	Administrative Correspondence	1996	2
4	Bail Bond	1997-1999	4
6	Cancelled Checks	1992-1995	4
7	Case Files	1965-1977	25
7	Case Files	1991	6
8	Cash Receipts	1997-1998	1
11	Commissary Receipts	1996-2000	14
15	Daily Shift Worksheets	1995-1998	1
24	Inmate PRN Medication logs	1996-1998	1/4
25	Daily Activity Logs	1995-1998	3
27	Jail Visitor Register	1990-1993	2
29	L.E.A.D.S Printouts	1993-1999	10
31	Offense Reports	1990-1991	3
32	Paid Bills and Invoices	1993-1994	2
35	Prisoner Jail Record Cards	1977-1987	10
38	Radio Transmission Logs	1990-1992	2.5
42	Sheriff's Process Dockets	1989-1995	8
46	Traffic Accident Reports	1994-1995	2
49	Violation Warning Notices	1998-2001	2

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 7th 2003

Steve Stafford 3/7/03
Signature Date

Kella Stokard Records Clerk
Please print name and title on the line above

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

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
1st Floor East - State Archives Building
Springfield, Illinois 62756
(217) 782-7075

RECEIVED

AUG 13 2001

LOC. REC. COMM.

COUNTY: COLES

FROM: COLES COUNTY SHERIFF'S

Agency, Division

ADDRESS: 701 7TH STREET

Street, P.O. Box

Charleston, IL 61920

City, Zip Code

TELEPHONE: A.C. 217 / 347 / 7330

AGENCY

APPLICATION NO. 89-345

Directions:

1. Prepare two (2) copies.
2. Send original to Local Records Commission sixty (60) days prior to disposal date.
3. Retain second copy for your file.

CUBIC FEET TO BE DISPOSED	ITEM NO.	RECORD SERIES	INCLUSIVE DATES	METHOD OF DISPOSAL
3 1/2	31	OFFENSE REPORTS	1989-1993 ✓	
20	7	CASE FILES	1978-1990 ✓	
1/2	38	RADIO LOGS	1990 ✓	
6	50	SERVED WARRANTS	1993 ✓	
1/2	24	INMATE PRN MEDICATION LOGS	1978-1995 ✓	
1 1/2	37	PRISONER SICK CALL LISTS	1976-1990 ✓	
				Disposition Approved

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections V and VI of the Regulations of the Local Records Commission."

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 October 14 2001

(Signature required only if records have been microfilmed.)

Stella Stafford #103 8/14/2001
Signature Date
Stella Stafford Records clerk
Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
1st Floor East - State Archives Building
Springfield, Illinois 62756
(217) 782-7075

RECEIVED

MAY 04 2000

LOC. REC. COMM.

COUNTY: Coles

FROM: Coles County Sheriff's Dept
Agency, Division

ADDRESS: 701 7th St
Street, P.O. Box

Charleston, IL 61920

City, Zip Code

TELEPHONE: A.C. 217 / 348 / 0585

AGENCY

APPLICATION NO. 89:345

Directions:

1. Prepare two (2) copies.
2. Send original to Local Records Commission ~~sixty~~ (60) days prior to disposal date.
3. Retain second copy for your file.

CUBIC FEET TO BE DISPOSED	ITEM NO.	RECORD SERIES	INCLUSIVE DATES	METHOD OF DISPOSAL
5 FT.	2	ADMINISTRATIVE CORRESPONDENCE AND REF	1988-1993 ✓	
4 FT.	3	APPLICATION FOR EMPLOYMENT	1992-1997 ✓	
3 FT.	4	BAIL BOND AGREEMENTS	1989-1994 ✓	
3 FT.	8	CASH RECEIPTS	1981-1997 ✓	
1/2 FT.	9	CELL CHECK REPORTS	1988-1994 ✓	
10 FT.	11	COMMISSARY RECEIPTS	1983-1996 ✓	
3 FT.	12	DAILY ACTIVITY REPORTS (FOR OFFICERS)	1986-1988 ✓	
2 FT.	13	DAILY JAIL POPULATION REPORTS	1986-1994 ✓	
3 FT.	14	DAILY REPORTS TO THE STATE'S ATTY	1986-1997 ✓	
9 FT.	15	DAILY SHIFT WORKSHEETS	1988-1997 ✓	
2 FT.	22	INMATE MAIL LOGS	1986-1997 ✓	
1/2 FT.	24	INMATE PRN MEDICATION LOGS	1988-1993 ✓	
9 FT.	25	JAIL DAILY ACTIVITY LOGS	1986-1994 ✓	
1/2 FT.	26	JAIL REGISTER BOOKS	1971-1989 ✓	
1/2 FT.	27	JAIL VISTOR REGISTER	1971-1989 ✓	
18 FT.	29	L.E.A.D.S. PRINTOUTS	1982-1997 ✓	
8 FT.	31	OFFENSE REPORTS	1979-1985 ✓	
7 FT.	32	PAID BILLS AND INVOICES	1983-1993 ✓	
3 FT.	33	PAYROLL SHEETS	1989-1995 ✓	
5 FT.	38	RADIO LOGS	1982-1989 ✓	
2 FT.	39	SECURITY CHECKS	1984-1994 ✓	
2 FT.	46	TRAFFIC ACCIDENT REPORTS	1985-1992 ✓	
6 FT.	48	TOWED VEHICLE REPORTS	1983-1998 ✓	
2 FT.	49	VIOLATION WARNING NOTICES	1985-1998 ✓	

Disposition
Approved

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections V and VI of the Regulations of the Local Records Commission."

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 July 3 2000

(Signature required only if records have been microfilmed.)

Stella Safford #103 5/3/2000
Signature Date
Stella Safford Records Clerk
Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
1st Floor East - State Archives Building
Springfield, Illinois 62756
(217) 782-7075

RECEIVED

COUNTY: COLES

FROM: COLES COUNTY SHERIFF

Agency, Division

ADDRESS: 701 7th ST. P.O. BOX 347

Street, P.O. Box

CHARLESTON, IL 61920

City, Zip Code

TELEPHONE: A.C. 217 / 348 / 0551

AGENCY

APPLICATION NO. 89-345

Directions:

1. Prepare two (2) copies.
2. Send original to Local Records Commission sixty (60) days prior to disposal date.
3. Retain second copy for your file.

LOG. REC. ROOM

CUBIC FEET TO BE DISPOSED	ITEM NO.	RECORD SERIES	INCLUSIVE DATES	METHOD OF DISPOSAL
5½ FT.	2	ADMINISTRATIVE CORRESPONDENCE AND REF. FILE	1971-1989	Disposition Approved
3 FT.	4	BAIL BOND AGREEMENTS	1970-1984	
2 FT.	6	CANCELLED CHECKS, BANK STATEMENTS, DEP. SLPS	1961-1984	
2.6 FT.	9	CELL CHECK REPORTS	1977-1985	
2½ FT.	11	COMMISSARY RECEIPTS	1980-1984	
4 FT.	12	DAILY ACTIVITY REPORTS	1967-1987	
3½ FT.	13	DAILY JAIL POPULATION REPORTS	1974-1985	
2.6 FT.	14	DAILY REPORTS TO THE STATE'S ATTORNEY	1977-1985	
1 FT.	18	GAS TICKETS	1970-1984	
10 FT.	19	IL. UNIFORM CRIME REPORT MGT. INF. SYSTEM RPT.	1979-1984	
2.6 FT.	22	INMATE MAIL LOGS	1975-1985	
2.6 FT.	23	INMATE PHONE LOGS	1977-1985	
2.6 FT.	24	INMATE PRN MEDICATION LOGS	1977-1985	
1 FT.	27	JAIL VISITOR REGISTER	1958-1971	
9 FT.	29	L.E.A.D.S. PRINTOUTS	1978-1984	
11 FT.	31	OFFENSE REPORTS	1971-1984	
4½ FT.	32	PAID BILLS AND INVOICES	1968-1984	
3½ FT.	33	PAYROLL SHEETS	1958-1985	
2.6 FT.	37	PRISONER SICK CALL LISTS	1977-1985	
10 FT.	38	RADIO TRANSMISSION LOGS	1974-1984	
21 FT.	42	SHERIFF'S PROCESS DOCKETS	1886-1984	
5 FT.	43	SHERIFF'S SALE FILES	1964-1984	Disposition Approved
2 FT.	44	TIME CARDS	1980-1987	
4 FT.	46	TRAFFIC ACCIDENT REPORTS	1955-1984	
½ FT.	49	VIOLATION WARNING NOTICES	1984-1984	

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections V and VI of the Regulations of the Local Records Commission."

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 August 1, 1993

(Signature required only if records have been microfilmed.)

Signature: Edmund Parker, Sergeant Date: 6/1/93
Please print name and title on the line above

State of Illinois
Local Records Commission
Archives Building
Springfield, Illinois 62756
217/782-7075

Application No. 89:345

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

Page 1 of 14
RM/M RM-9

COUNTY Coles CITY Charleston, IL 61920
AGENCY Coles County Sheriffs Department
ADDRESS 701 7th Street, P.O. Box 337
PHONE 217,348 / 0585

I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm copies will be made in accordance with standards of the Local Records Commission and will be adequate substitutes for the original records.

LOCAL RECORDS COMMISSION APPROVAL

Robert E. Austine
CHAIRMAN

DIRECTOR, STATE ARCHIVES

DEC 05 1989

DATE

Nov 15, 1989

Signature of Agency Head

Date

James A. Kimball, County Sheriff

ITEM NO.

DESCRIPTION OF RECORD SERIES

Records listed on this application may be disposed of:

- after their individual retention period is complete,
- 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,
- if they are correctly listed on a Records Disposal Certificate submitted to and approved by the appropriate Local Records Commission.

Any record on this application may be microfilmed and the record disposed of if the record is microfilmed in accordance with the standards of the Local Records Commission Rules and if the film is retained for the prescribed retention period. Disposal of records after microfilming must be noted on the Records Disposal Certificate.

Superseded 77:013

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 89:345
Page 2 of 14 Pages.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
1.	<p><u>APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND LOCAL RECORDS DISPOSAL CERTIFICATES</u></p> <p>Dates: 1989 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
2.	<p><u>ADMINISTRATIVE CORRESPONDENCE AND REFERENCE FILES</u></p> <p>Dates: 1978 - Volume: 5 Cu. Ft. Annual Accumulation: $\frac{1}{2}$ Cu. Ft. Arrangement: Alphabetical by subject</p> <p>Recommendation: Retain for one year, then dispose of records no longer possessing any further fiscal, administrative, historical or legal value.</p>
3.	<p><u>APPLICATION FOR EMPLOYMENT</u></p> <p>Dates: 1989 - Volume: Negligible Annual Accumulation: Negligible Arrangement: By job title</p> <p>Recommendation: Retain solicited application and supporting documents for two years from the date of application, then dispose of. Retain unsolicited applications and supporting documents for one year from the date of application, then dispose of.</p>
4.	<p><u>BAIL BOND AGREEMENTS (duplicates)</u></p> <p>Dates: 1970 - Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three years after date of issuance, then dispose of.</p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDSAPPLICATION NO. 89:345

(CONTINUATION SHEET)

Page 3 of 14 Pages.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
5.	<u>BREATHALYZER LOG SHEETS</u> Dates: 1975 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for three years following disposition of case, then dispose of.
6.	<u>CANCELLED CHECKS, BANK STATEMENTS, AND DEPOSIT SLIPS</u> Dates: 1961 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven years, then dispose of.
7.	<u>CASE FILES</u> Dates: 1972 - Volume: 66 Cu. Ft. Annual Accumulation: 6 Cu. Ft. Arrangement: Chronological by date and numerical by case number Recommendation: Retain case files for which no arrest has been made or is pending for seven years, then dispose of. Retain case files which contain arrest information until one year following the subject's death or 80th birthday, then dispose of. Retain case files involving crimes which have no statute of limitations permanently.
8.	<u>CASH RECEIPTS</u> Dates: 1979 - Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two years, then dispose of.

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 89:345Page 4 of 14 Pages.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
9.	<u>CELL CHECK REPORTS</u> Dates: 1977 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for five years, then dispose of.
10.	<u>CHECK STUBS</u> Dates: 1972 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two years, then dispose of.
11.	<u>COMMISSARY RECEIPTS (for items purchased by prisoners)</u> Dates: 1982 - Volume: 1 Cu. Ft. Annual Accumulation: $\frac{1}{2}$ Cu. Ft. Arrangement: Chronological Recommendation: Retain for one year after release from custody, then dispose of.
12.	<u>DAILY ACTIVITY REPORTS (for officers)</u> Dates: 1967 - Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one year, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
13.	<u>DAILY JAIL POPULATION REPORTS</u> Dates: 1974 - Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for four years, then dispose of.
14.	<u>DAILY REPORTS TO THE STATE'S ATTORNEY</u> Dates: 1979 - Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two years, then dispose of.
15.	<u>DAILY SHIFT WORKSHEETS</u> Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one year, then dispose of.
16.	<u>FIELD CONTACT CARDS</u> Dates: 1983 - Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
17.	<u>FREEDOM OF INFORMATION REQUESTS AND DENIALS</u> Dates: 1989 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for ten years, then dispose of.
18.	<u>GAS TICKETS</u> Dates: 1970 - Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for three years, then dispose of.
19.	<u>ILLINOIS UNIFORM CRIME REPORT MANAGEMENT INFORMATION SYSTEM REPORTS</u> Dates: 1979 - Volume: 10 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological Recommendation: Retain for one year, then dispose of if the statistical information has been verified with the audit report.
20.	<u>ILLINOIS UNIFORM TRAFFIC TICKETS AND COMPLAINTS (court disposition copy)</u> Dates: 1981 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
21.	<u>INDEX TO SHERIFF'S PROCESS DOCKETS (obsolete)</u> Dates: pre 1950 Volume: Negligible Annual Accumulation: None Arrangement: Alphabetical Recommendation: Accumulation may be disposed of.
22.	<u>INMATE MAIL LOGS (received and sent)</u> Dates: 1975 - Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one year after release from custody, then dispose of.
23.	<u>INMATE PHONE LOGS</u> Dates: 1983 - Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one year after release from custody, then dispose of.
24.	<u>INMATE PRN MEDICATION LOGS</u> Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for five years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
25.	<u>JAIL DAILY ACTIVITY LOGS</u> Dates: 1977 - Volume: 6 Cu. Ft. Annual Accumulation: $\frac{1}{2}$ Cu. Ft. Arrangement: Chronological Recommendation: Retain for one year, then dispose of.
26.	<u>JAIL REGISTER BOOKS</u> Dates: 1873 - Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for ten years, then dispose of.
27.	<u>JAIL VISITOR REGISTER</u> Dates: 1975 - Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for three years after date of last entry, then dispose of.
28.	<u>JUVENILE RECORD FILES</u> Dates: 1974 - Volume: 7 Cu. Ft. Annual Accumulation: $\frac{1}{2}$ Cu. Ft. Arrangement: Chronological Recommendation: Retain for one year after subject reaches legal age, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
29.	<p><u>L.E.A.D.S. PRINTOUTS (L.E.A.D.S. entries, messages, usage analysis reports, etc.)</u></p> <p>Dates: 1978 - Volume: 9 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>Revised by The Local Records Commission 6/14/93 <i>Robert E. Haskins</i> Chairman</p> <p>Recommendation: /Retain/for/one/year//then/dispose/of/ SEE PAGE 9a FOR NEW RETENTION</p>
30.	<p><u>MEDICATION LOG SHEETS (prisoners)</u></p> <p>Dates: 1976 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five years, then dispose of.</p>
31.	<p><u>OFFENSE REPORTS</u></p> <p>Dates: 1972 - Volume: 11 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological by month</p> <p>Revised by The Local Records Commission 6/14/93 <i>Robert E. Haskins</i> Chairman</p> <p>Recommendation: Retain/for/three/years//then/dispose/of///// SEE PAGE 9b FOR NEW RETENTION</p>
32.	<p><u>PAID BILLS AND INVOICES</u></p> <p>Dates: 1971 - Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
29	<p data-bbox="404 574 1181 610">NEW RETENTION FOR L.E.A.D.S. RECORDS</p> <p data-bbox="389 817 769 854">Recommendation:</p> <p data-bbox="906 817 1948 1114">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 year, then dispose of.</p> <p data-bbox="906 1156 1948 1498">...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 years, then dispose of.</p> <p data-bbox="906 1541 1948 1708">...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> <p data-bbox="906 1750 1948 1883">...Retain printouts of Validated Overdue listings for ninety (90) days, then dispose of.</p> <p data-bbox="906 1925 1948 2013"><u>L.E.A.D.S./N.C.I.C. "HIT FILE" AGENCY RECORD COPIES</u></p> <p data-bbox="906 2055 1948 2355">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>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
31	<p data-bbox="393 559 1112 602">NEW RETENTION FOR OFFENSE REPORTS</p> <p data-bbox="393 630 1948 800">Recommendation: Retain for seven years, then dispose of <u>except for</u> those reports/cases relating to the prosecution of the following offenses:</p> <ul data-bbox="982 842 1948 1317" 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 <p data-bbox="902 1351 1948 1747">for which (a through g) there are no Statutes of Limitations for Prosecution (see "Illinois Criminal Code," Section 3-5, General Limitations) and cases in which time limits for prosecution of the offenses described therein may be extended under the provisions of the "Illinois Criminal Code," Section 3-6 (2), c, d, and e, Extended Limitations.</p> <p data-bbox="902 1781 1948 2214">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 data-bbox="902 2248 1948 2511">Retain reports/case files 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>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
33.	<u>PAYROLL SHEETS (duplicates)</u> Dates: 1976 - Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two years, then dispose of.
34.	<u>PERSONNEL FILES</u> Dates: 1978 - Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain work history records for sixty years or until 78th birthday (whichever occurs first), then dispose of. Retain other records for five years after termination, then dispose of.
35.	<u>PRISONER JAIL RECORD CARDS</u> Dates: 1951 - Volume: 49 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: By active and inactive, then alphabetical Recommendation: Retain for five years, then dispose of.
36.	<u>PRISONER'S HEALTH SHEETS</u> Dates: 1976 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological and alphabetical Recommendation: Retain permanently.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
37.	<p><u>PRISONER SICK CALL LISTS</u></p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: /Retain permanently/ Retain for five years, then dispose of.</p>
38.	<p><u>RADIO TRANSMISSION LOGS</u></p> <p>Dates: 1974 - Volume: 12 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for ten years, then dispose of unless litigation is pending or anticipated, then retain until litigation is complete.</p>
39.	<p><u>SECURITY CHECK REPORTS</u></p> <p>Dates: 1984 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for sixty days after completion of detail, then dispose of.</p>
40.	<p><u>SHERIFF'S EXECUTION DOCKETS</u></p> <p>Dates: 1899 - Volume: 7 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven years, then dispose of.</p>

Revised by The Local
Records Commission **6/14/93**

Robert E. [Signature]
Chairman

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
41.	<u>SHERIFF'S FEE BOOKS</u> Dates: 1892 - Volume: 6½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven years, then dispose of.
42.	<u>SHERIFF'S PROCESS DOCKETS</u> Dates: 1886 - Volume: 21 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven years, then dispose of.
43.	<u>SHERIFF'S SALE FILES (includes sheriff's report of distribution, receipts, and cancelled checks)</u> Dates: 1967 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven years, then dispose of.
44.	<u>TIME CARDS</u> Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one year, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
45.	<u>TIME SHEETS</u> Dates: 1976 - Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two years, then dispose of.
46.	<u>TRAFFIC ACCIDENT REPORTS</u> Dates: 1955 - Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by month Recommendation: Retain for seven years, then dispose of.
47.	<u>TRANSMITTAL SHEETS TO CIRCUIT CLERK - TRAFFIC TICKETS, BONDS, LICENSES AND WARRANTS</u> Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for three years, then dispose of.
48.	<u>TOWED VEHICLE REPORTS</u> Dates: 1978 - Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one year after release of vehicle from custody, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
49.	<u>VIOLATION WARNING NOTICES</u> Dates: 1984 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for sixty days, then dispose of.
50.	<u>WARRANTS AND SUMMONSES ISSUED</u> Dates: 1978 - Volume: 9 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two years following service, then dispose of.
51.	<u>WORKMEN'S COMPENSATION CLAIMS</u> Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by claimant Recommendation: Retain for seven years following settlement, then dispose of.
52.	<u>WORK RELEASE REPORTS</u> Dates: 1978 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one year after release from custody, then dispose of.