

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 10:241

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

COUNTY: COLES

RECEIVED

FROM: Coles County Sheriff's Office

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

Charleston, IL 61920

City, ZIP Code

TELEPHONE: (217) 348.0592

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.

DEC 9 2013

LOC. REC. COMM

CONTACT: Marlene Browning #194

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
300	Cancelled Checks, Bank Statements, Deposit Slips, Paid Bill, Invs <i>1 year retention</i>	2004-2009 <i>2006</i>	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

~~March 27, 2012~~

2/6/14

Marlene Browning #194
Signature

120613
Date

Marlene Browning #194

Print Name and Title on line above

Prepared by: Marlene Browning #194

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