

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 10:241

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

RECEIVED

COUNTY: COLES

JAN 9 2014

FROM: Coles County Sheriff's Office

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.

ADDRESS: 701 7th St

Agency Division
Street, P.O. Box

Charleston, IL 61920

City, ZIP Code

TELEPHONE: (217) 348.0592

CONTACT: Marlene Browning #194

LOC. REC. COMM

Disposition Approved

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
101	Accident Reports	2006 ✓	1
102	Admin Files	2001-12 ✓	1
103	FOIA Requests/Denials	2011 ✓	Neg
104	Disposition Tickets	2010 ✓	1
105	Juvenile Record Files	2004 ✓	1
108	Towed Vehicle Reports	2009-12 ✓	1
200	UCR Reports	2001-02 ✓	1
200	UCR Reports	2008-10 ✓	1
201	LEADS Bulletins	2010-11 ✓	1
201	Validations	2010 ✓	.5
203	OP's	2010 ✓	2
206	Served Warrants	2011 ✓	6
301	Check Stubs	2010-11 ✓	.5
400	Bail Bond Agreements	2010 ✓	1
404	Inmate Med Logs	2008 ✓	5
406	Jail Population Reports	2008-09 ✓	1
407	Daily Activity Log Reports	2011 ✓	1
410	Security Check Reports	2011 ✓	Neg
412	Shift Worksheets	2012 ✓	1
500	Applications for Employment	2008-11 ✓	.5

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

Mach 5, 2014

Marlene Browning #194 010314
Signature Date

Marlene Browning #194
Print Name and Title on line above

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

Prepared by: Marlene Browning #194