

# 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  
Agency Division

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.

**MAR 13 2014**

**LOC. REC. COMM**

CONTACT: Marlene Browning #194

DATE: 031314

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
300	Cancelled Checks, Bank Statements, Deposit Slips, Pd Bill, Invs.	2007	1

EMAIL TO: SANDRA LUCAS 558.7219

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

June 13, 2014

*Marlene Browning #194*  
Signature Date 031314

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)

**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

CONTACT: Marlene Browning #194

**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.

JAN 10 2014

**LOC. REC. COMM**

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
104	Disposition Tickets	2009 ✓	.5
402	Comissary Receipts	<del>446</del> 2012 ✓	41
410	Security Check Reports	2012 ✓	neg
202	UCR NON-REPORTABLE JAN-DEC	2006 ✓	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 listed above will be disposed of on or after

March 13, 2014

44.6  
CX

*Marlene Browning #194*  
Signature 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)

# 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

# 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 <del>2006</del>	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

Signature

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)