

# RECORDS DISPOSAL CERTIFICATE

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

**Directions:**

1. Fill in all blanks and columns.
2. Sign and send certificate to above address thirty (30) days prior to disposal date.
3. Retain records until approved copy is returned.

APPLICATION #: 11:271  
 COUNTY: Sangamon  
 FROM: Village of Chatham  
(Agency Division)  
 ADDRESS: 117 E. Mulberry St.  
(Street, P.O. Box)  
Chatham, IL 62629  
(City, ZIP Code)  
 CONTACT TELEPHONE: (217) 697-5801  
 CONTACT EMAIL: jbutler@chathamil.net

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
123	Tapes of Meetings	2003 - 2009	1.5 cu ft.

If any of the above records are microfilmed, I hereby certify that they have been reproduced in compliance with standards given in Sections 4000.50 and 4500.50 of the Regulations of the Local Records Commissions.

If the records are digitized, I certify that they have been reproduced in compliance with standards given in Sections 4000.70 / 4500.70 and will be maintained in compliance with standards given in Sections 4000.80 / 4500.80 of the Regulations of the Local Records Commissions.

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 22, 2016

Date Jill A. Butler 6/17/2016  
Signature Date

Jill A. Butler, Admin. Asst.  
Print name and title on line above

Prepared by: Jill A. Butler

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