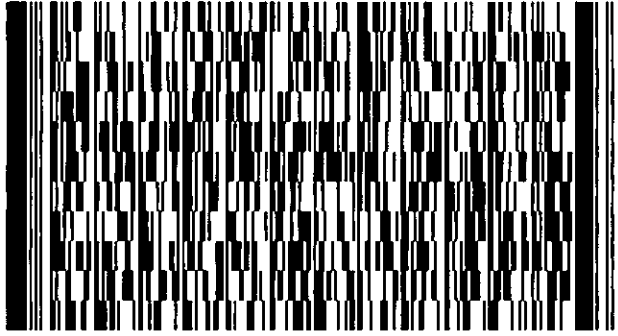


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DOCUMENT TYPE APPLICATION

FILE NUMBER 78:319

COUNTY MC HENRY

CITY/TOWNSHIP ALGONQUIN

OFFICE TOWNSHIP CLERK

Doc Part # 001

STATE OF ILLINOIS  
LOCAL RECORDS COMMISSION

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APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

COUNTY	McHenry	CITY OR TOWN	Crystal Lake
AGENCY	Township Office		
DIVISION	Algonquin Township Clerk		

LOCAL RECORDS COMMISSION  
STATE ARCHIVES BUILDING  
SPRINGFIELD, ILLINOIS 62706

*Robert E. Ausbury*

LOCAL RECORDS COMMISSION APPROVAL:  
Chairman of Local Records Commission

*William J. Beck*  
CHAIRMAN  
Supervisor of Records Management Section

June 4, 1978  
DATE

I HEREBY CERTIFY THAT THE RECORDS DESCRIBED IN THIS APPLICATION ARE NOT NEEDED IN THE TRANSACTION OF CURRENT BUSINESS AND ARE NOT OF SUFFICIENT ADMINISTRATIVE, LEGAL, OR FISCAL VALUE TO WARRANT FURTHER PRESERVATION.

*Ruth Rooney*  
HEAD OF AGENCY  
Ruth Rooney

4/17/78  
DATE  
815 455 3700

SUBMIT ORIGINAL AND TWO COPIES TO LOCAL RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
1.	<p>VOTED BALLOTS</p> <p>Dates: 1959- Volume: 8 cu. ft. Annual Accumulation: ½ cu. ft. Arrangement: Chronologically</p> <p>Recommendation: Retain 60 days and destroy, unless contested. Exception-- Federal Officials: Retain 22 months and destroy, unless contested.</p>	Disposition Approved
2.	<p>APPLICATION FOR BALLOTS--CERTIFICATE OF REGISTERED VOTERS</p> <p>Dates: 1973- Volume: 4 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronologically</p> <p>Recommendation: Retain 1 year and destroy. Exception--Federal Officials: Retain 22 months and destroy, unless contested.</p>	Disposition Approved
3.	<p>AFFIDAVITS AND APPLICATIONS BY ABSENT ELECTOR AND/OR HANDICAPPED ELECTOR</p> <p>Dates: 1961- Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronologically</p> <p>Recommendation: Retain 60 days and destroy, unless contested. Exception-- Federal Officials: Retain 22 months and destroy, unless contested.</p>	Disposition Approved

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
4.	<p>LIST OF ABSENTEE VOTERS</p> <p>Dates: 1973- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronologically</p> <p>Recommendation: Retain 60 days and destroy, unless contested. Exception-- Federal Officials: Retain 22 months and destroy, unless contested.</p>	<i>Disposition Approved</i>
5.	<p>STATEMENT OF VOTES</p> <p>Dates: 1977- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronologically</p> <p>Recommendation: Retain 60 days and destroy. Exception--Federal Officials: Retain 22 months and destroy, unless contested.</p>	<i>Disposition Approved</i>
6.	<p>TALLY SHEETS</p> <p>Dates: 1959- Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronologically</p> <p>Recommendation: Retain 1 year and destroy. Exception--Federal Officials: Retain 22 months and destroy, unless contested.</p>	<i>Disposition Approved</i>
7.	<p>STATEMENT OF CANDIDACY AND OATHS</p> <p>Dates: 1959- Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronologically</p> <p>Recommendation: Retain 1 year after term of office and destroy.</p>	<i>Disposition Approved</i>
8.	<p>NOMINATION PETITIONS</p> <p>Dates: 1959- Volume: ½ cu. ft. Annual Accumulation: Negligible Arrangement: Chronologically</p> <p>Recommendation: Retain 60 days and destroy.</p>	<i>Disposition Approved</i>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
9.	<p>CERTIFICATE OF NOMINATION OF OFFICER</p> <p>Dates: 1961- Volume: <math>\frac{1}{2}</math> cu. ft. Annual Accumulation: Negligible Arrangement: Chronologically</p> <p>Recommendation: Retain 2 years and destroy.</p>	<i>Disposition Approved</i>
10.	<p>CERTIFICATION OF ELECTED OFFICIAL</p> <p>Dates: 1965- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronologically</p> <p>Recommendation: Retain 2 years after term of office and destroy.</p>	<i>Disposition Approved</i>
11.	<p>OFFICIALS OATHS</p> <p>Dates: 1961- Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronologically</p> <p>Recommendation: Retain 2 years after term of office and destroy.</p>	<i>Disposition Approved</i>
12.	<p>CERTIFICATE OF RESULTS</p> <p>Dates: 1959- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronologically</p> <p>Recommendation: Retain 60 days and destroy. Exception--Federal Officials: Retain 22 months and destroy, unless contested.</p>	<i>Disposition Approved</i>
13.	<p>COUNTY CLERKS RECEIPT TO JUDGES OF ELECTION</p> <p>Dates: 1973- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronologically</p> <p>Recommendation: Retain 60 days and destroy. Exception--Federal Officials: Retain 22 months and destroy, unless contested.</p>	<i>Disposition Approved</i>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
14.	<p>ELECTION EXPENSE BILL</p> <p>Dates: 1977- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronologically</p> <p>Recommendation: Retain 60 days and destroy.</p>	<i>Disposition Approved</i>
15.	<p>SURETY BONDS</p> <p>Dates: 1955- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronologically</p> <p>Recommendation: Retain 7 years and destroy.</p>	<i>Disposition Approved</i>
16.	<p>OFFICIALS BONDS</p> <p>Dates: 1955- Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronologically</p> <p>Recommendation: Retain 2 years after term of office and destroy.</p>	<i>Disposition Approved</i>
17.	<p>PAID BILLS AND INVOICES</p> <p>Dates: 1932- Volume: 6 cu. ft. Annual Accumulation: ½ cu. ft. Arrangement: Chronologically</p> <p>Recommendation: Retain 7 years and destroy, if audited.*</p>	<i>Disposition Approved</i>
18.	<p>SUPERVISORS FINANCIAL STATEMENT</p> <p>Dates: 1960- Volume: ½ cu. ft. Annual Accumulation: Negligible Arrangement: Chronologically</p> <p>Recommendation: Retain 7 years and destroy, if audited.*</p>	<i>Disposition Approved</i>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
19.	<p>PETITIONS TO TOWNSHIP FROM AREA RESIDENTS--REGULAR PETITION</p> <p>Dates: 1908- Volume: ½ cu. ft. Annual Accumulation: Negligible Arrangement: Chronologically</p> <p>Recommendation: Retain 1 year and destroy.</p>	<p><b>Disposition Approved</b></p>
20.	<p>TREASURERS ANNUAL REPORTS</p> <p>Dates: 1950- Volume: ½ cu. ft. Annual Accumulation: Negligible Arrangement: Chronologically</p> <p>Recommendation: Retain 7 years and destroy, if audited.*</p>	<p><b>Disposition Approved</b></p>
21.	<p>BOUNTY ON GROUND HOGS, ETC.</p> <p>Dates: 1928- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronologically</p> <p>Recommendation: Retain 60 days and destroy.</p>	<p><b>Disposition Approved</b></p>
22.	<p>HIGHWAY COMMISSIONERS MONTHLY REPORT</p> <p>Dates: 1960- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronologically</p> <p>Recommendation: Retain 7 years and destroy, if audited.*</p>	<p><b>Disposition Approved</b></p>
23.	<p>HIGHWAY COMMISSIONERS ANNUAL REPORT</p> <p>Dates: 1950- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronologically</p> <p>Recommendation: Retain 7 years and destroy, if audited.*</p>	<p><b>Disposition Approved</b></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
24.	<p>OATH OF MODERATOR</p> <p>Dates: 1967- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronologically</p> <p>Recommendation: Retain 2 years after term of office and destroy.</p>	<i>Disposition Approved</i>
25.	<p>MISCELLANEOUS CORRESPONDENCE</p> <p>Dates: 1950- Volume: 6 cu. ft. Annual Accumulation: ½ cu. ft. Arrangement: Chronologically</p> <p>Recommendation: Purge files annually of all non-essential correspondence.</p>	<i>Disposition Approved</i>
26.	<p>NOTICE OF HEARINGS, LETTINGS NEWSPAPER PUBLICATIONS AND CERTIFICATES</p> <p>Dates: 1950- Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronologically</p> <p>Recommendation: Retain 1 year and destroy.</p>	<i>Disposition Approved</i>
27.	<p>COUNTY CLERKS CERTIFICATE OF TAX LEVY</p> <p>Dates: 1966- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronologically</p> <p>Recommendation: Retain 7 years and destroy.</p>	<i>Disposition Approved</i>
*	<p>AUDIT CLAUSE:</p> <p>Provided audit completed in compliance with Illinois Revised Statutes 1963, Chapter 139, Paragraph 120.</p>	