

REC 418122

emailed response 4/14

**FW: FOIA Request**

4/8/22 10:07 AM

From: "Kirk Allen" <Kirk@illinoisleaks.com>

To: Brian McReynolds <sc545@scso87.org>

In accordance with the Freedom of Information Act of Illinois, I am requesting the following public records.

1. Copy of all requests made to the Secretary of State for Record Destruction approval.
2. Copy of all Record Destruction Certificates issued from the Secretary of State since 2015 to the current date.
3. Copy of all Record Destruction Authorizations issued from the Secretary of State since 2015 to the current date.

I qualify as both media and non-profit under the definitions in Section 2 (c-10) ("Commercial purpose"), Section 2 (f) ("News media"), Section 2 (g) ("Recurrent requester"), and Section 2 (h) ("Voluminous request") of the Freedom of Information Act, for the purposes of being exempt to the provisions of Section 3.1 (Requests or commercial purposes), Section 3.2 (Recurrent requesters), Section 3.6 (Voluminous requests), and Section 6 (Authority to charge fees).

I request expedited processing on the basis of urgency to inform the citizens and taxpayers of Illinois about their government's activities. If any element of this request is denied in whole or in part, I ask that you justify all withholdings individually by reference to specific exemptions of the Act. Please provide all responsive information to me electronically.

I request a rolling production of records, such that the public body furnishes records to my attention as soon as they are identified, preferably electronically, but as needed then to my attention, at the below address. If you have any questions please do not hesitate to contact me. Rolling production is not to be perceived as an agreement to extend the time frame for compliance under FOIA.

If you are not the FOIA officer responsible for any part of this request you are required by law to forward it to the appropriate FOIA officer.

The purpose of the request is to access and disseminate information regarding the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.

As outlined in FOIA, documents shall be furnished without charge or at a reduced charge, as determined by the public body, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.

I am requesting the records be provided in electronic format if that is the method in which they are stored. If they are in paper form and the copier can convert them to electronic format I would appreciate receiving them electronically.

Thanks,

Kirk Allen

Edgar County Watchdogs

PO Box 593

Kansas, IL 61933

# RECORDS DISPOSAL CERTIFICATE

APPLICATION # 08:97

TO: Local Records Commission  
Margaret Cross Norton Building  
Springfield IL 62755  
217-782-7075

**RECEIVED**

COUNTY: Shelby

FROM: Sheriff's Office

AUG 12 2021

ADDRESS: 151 N. Morgan St.

Street, P.O. Box: Shelbyville, IL 62565

**Directions:**

1. Fill in all blanks and columns.
2. Application item numbers must be listed in numerical order.
3. Record series titles must be listed as they appear on application.
4. Sign and send certificate to above address sixty (60) days prior to disposal date.
5. Retain records until approved copy is returned.
6. This form can be found online at <http://www.cyberdriveillinois.com/>

CONTACT TELEPHONE: 217 774-3941

CONTACT EMAIL: sc203@scso87.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES (MONTH/YEAR)	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
103	Contracts, Leases, Agreements	2010-2011 ✓ 2013 ✓	Neg.
105	Freedom of Information Act - Requests & Denials	2018 ✓	Neg.
200	Cancelled checks, bank statements, paid bills, deposit slips, invoices, vouchers	2013 ✓	Neg.
205	Donation Records	2008, 2012 2013 ✓	Neg.
208	Receipt Book	2018 ✓	Neg.
301	Attendance Reports (vacation, sick, personal time) records	2018 ✓	Neg.
304	Scholarship Records	2013 ✓	Neg.
309	Payroll Bi-Monthly Printouts (sent to Co Treasurer)	8/24/17- ✓ 8/25/18	Neg.
401	Accident Reports	2013 ✓	Neg.
404	Civil Process Dockets	2013 ✓	Neg.
409	Food Service Records (Inspections, Menu's Meals Served, Etc)	2012-2015 ✓	Neg.
<b>DISPOSITION APPROVED</b> <i>* digitized records *</i>			Total Volume from all pages Cu. Ft. <u>2</u> MB/GB _____

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:

10/5/21

Date: Sean McQueen  
Signature

Approved by ILSOS  
8/6/21  
Date

Sean McQueen, Sheriff of Shelby Co.

Print name and title on line above

Prepared by: Erica Bailey

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

**RECORDS DISPOSAL CERTIFICATE  
SUPPLEMENTAL PAGE**
**RECEIVED**

AUG 12 2021

LOC. REC. COMM.

APPLICATION NO.: 08:97

COUNTY: Shelby

FROM: Sheriff's Office  
(Agency, Division)

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
411	Jail Population Reports	2012-2015 ✓	Neg.
414	L.E.A.D.S. Records (Law Enforcement Agencies Data System) <i>-PER APP</i>	2019 <i>OK</i>	2 Cu. Ft.
418	Offense/Arrest/Incident Reports <i>Per APP</i>	2013 <i>OK</i>	2 Cu. Ft.
428	Sheriff's Process Dockets	2013 ✓	Neg.
429	Sheriff's Sale Records	2013 ✓	Neg.
431	Visitors Log	2015 ✓	Neg.
437	Towed Vehicle Case Reports	2019 ✓	Neg.
438	Liability Releases (to unlock car doors) 2017 ✓	2017 ✓	Neg.
439	Preliminary Accident Reports (used to fill out standard accident reports)	2013 ✓	Neg.
440	Traffic Tickets/Voided Tickets	2018 ✓	Neg.
<b>DISPOSITION APPROVED</b> <i>* digitized records *</i>			

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 08:97

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

COUNTY: Shelby

FROM: Sheriff's Office

(Agency Division)

ADDRESS: 151 N. Morgan St.  
(Street, P.O. Box)  
Shelbyville, IL 62565  
(City, ZIP Code)

CONTACT TELEPHONE: 217, 774-3941

CONTACT EMAIL: sc203@scso87.org

**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.

RECEIVED  
JUL 09 2020

LOC. REC. COMM.

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
105	Freedom of Information Act - Requests & Denials	2017	Neg.
200	Cancelled Checks, Bank Statements, Paid Bills, Deposit Slips, Invoices and Vouchers	2012	Neg.
208	Receipt Book	2017	Neg.
301	Attendance Reports (Vacation, Sick, Personal (Time) Records	2017	Neg.
303	Personnel Files (Deceased)	2012, 2014	Neg.
304	Scholarship Records	2012	Neg.
309	Payroll Bi-Monthly Printouts (sent to County Treasurer)	9/1/16-8/31/17	Neg.
310	Quartermaster Records	2012-2016	Neg.
401	Accident Reports	2012	Neg.
404	Civil Process Dockets	2012	Neg.
414	L.E.A.D.S. Records (Law Enforcement Agencies Data System Records)	2018	3 Cu Ft.
418	Offense/Arrest/Incident Reports	2012	1 Cu Ft.
428	Sheriff's Process Dockets	2012	Neg.
429	Sheriff's Sale Records	2012	Neg.
431	Visitors Log	2014	Neg.
437	Towed Vehicle Case Reports	2018	Neg.
438	Liability Releases (To unlock car Doors)	2016	Neg.
440	Traffic Tickets/Voided Tickets	2017	Neg.

**DISPOSITION APPROVED**

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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:

8/10/20

Date: \_\_\_\_\_

Signature: *Don Koonce*

7/6/20

Date

Don Koonce Sheriff of Shelby County

Print name and title on line above

Prepared by: Erica Bailey

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

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 08:097

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

**RECEIVED**

COUNTY: Shelby

JUN 05 2019

FROM: Shelby Co. Sheriff's Office

(Agency Division)  
ADDRESS: 151 N. Morgan St.

(Street, P.O. Box)

Shelbyville, IL 62565

(City, ZIP Code)

CONTACT TELEPHONE: (217) 774-1011

CONTACT EMAIL: sc203@scso87.org

**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.

LOC. REC. COMM.

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
105	Freedom of Information Act Requests & Denials	2016 ✓	Neg.
200	Cancelled Checks, Bank Statements, Paid Bills, Deposit Slips, Invoices and Vouchers	2011 ✓	Neg.
207	Financial Reports, Monthly	2011 ✓	Neg.
208	Receipt Book	2016 ✓	Neg.
301	Attendance Reports (Vacation, Sick, Personal Time Records)	2016 ✓	Neg.
303	Personnel Files (Deceased)	2013 ✓	Neg.
304	Scholarship Records	2011 ✓	Neg.
309	Payroll Bi-Monthly Printout (sent to Treasurer)	9/1/15 - 8/31/16 ✓	Neg.
401	Accident Reports	2011 ✓	Neg.
404	Civil Process Docket	2011 ✓	Neg.
414	L.E.A.D.S. Records (Law Enforcement Agencies Data System Records)	2017 ✓	6 Cu.ft.
418	Offense/Arrest/Incident Reports (Items A-H)	2011 ✓	1 Cu.ft.
428	Sheriff's Process Docket	2011 ✓	Neg.
429	Sheriff's Sale Records	2011 ✓	Neg.
431	Visitors Log	2013 ✓	Neg.
437	Towed Vehicle Case Reports	2017 ✓	Neg.
438	Liability Releases (to unlock car doors)	2015 ✓	Neg.
440	Traffic Tickets/Voided Tickets	2016 ✓	Neg.

**DISPOSITION APPROVED**

8.6

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:

Date: 7/8/19

Signature: *Don Koonce*

Don Koonce Sheriff of Shelby County

Print name and title on line above

TS

5/30/19

Date

Prepared by: Erica Bailey

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

**RECORDS DISPOSAL CERTIFICATE**

APPLICATION #: 08:097

TO: Local Records Commission  
 Illinois State Archives Building  
 Springfield, Illinois 62756  
 217 782-7075

**RECEIVED**

COUNTY: Shelby

**MAY 08 2018**

FROM: Sheriff's Office

ADDRESS: 151 N. Morgan St.  
 Street, P.O. Box  
Shelbyville, IL 62565

**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.

**LOC. REC. COMM.**

TELEPHONE: (217.)774-1011

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
103	Contracts, Leases, Agreements <b>10yrs</b>	2005-2009 <b>2008</b>	Neg.
105	Freedom of Information Act Requests & Denials	2015 <b>2009 OK digitized</b>	Neg.
200	Cancelled Checks, Bank Statements, Paid Bills, Deposit Slips, Invoices and Vouchers	2010	Neg.
206	Grant Records	2014	Neg.
207	Financial Reports, Monthly	2010	Neg.
208	<b>Receipt Book</b>	<b>2015</b>	Neg.
301	<b>Attendance Reports (Vacation, Sick, Personal Time Records)</b>	2015	Neg.
304	Scholarship Records	2010	Neg.
309	<b>Payroll Bi-Monthly Printout</b> (sent to Treasurer)	9/1/14-8/31/15	Neg.
401	Accident Reports	2010	Neg.
404	Civil Process Docket	2010	Neg.
414	L.E.A.D.S. Records (Law Enforcement Agencies Data System Records)	2016	4 cu ft.
418	Offense/Arrest/Incident Reports	2010	1 cu ft.
428	Sheriff's Process Docket	2010	Neg.
429	Sheriff's Sale Records	2010	Neg.
431	Visitors Log	2012	Neg.
437	Towed Vehicle Case Reports	2016	Neg.
438	Liability Releases (to unlock car doors)	2014	Neg.
440	Traffic Tickets/Voided Tickets	2015	Neg.
303	Personnel Files (Deceased)	2012	Neg.

**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

July 9, 2018

*Don Koonce*  
 Signature

**5/1/18**

Date

**Don Koonce, Sheriff Of Shelby County**

Please print name and title on the line above

*Don Koonce*

28

# RECORDS DISPOSAL CERTIFICATE

RECEIVED

APPLICATION #: 08:097

TO: Local Records Commission  
 Illinois State Archives Building  
 Springfield, Illinois 62756  
 217 782-7075

COUNTY: Shelby

MAY - 1 2017

FROM: 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.

LOC. REC. COMM

ADDRESS: 151 N. Morgan St.

Street, P.O. Box  
 Shelbyville, IL 62565

City, ZIP Code

TELEPHONE: ( 217 ) 774-1011

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
105	Freedom of Information Act Requests & Denials	2014	Neg.
200	Cancelled Checks, Bank Statments, Paid Bills, Deposit Slips, Invoices and vouchers	2009	Neg.
206	Grant Records	2013	Neg.
207	Financial Reports, Monthly	2009	Neg.
208	Receipt Book	2014	Neg.
103	Contracts, Leases, Agreements	2002-2006	Neg.
301	Attendance Reports (Vacation, Sick, Personal Time Records)	2014	Neg.
304	Scholarship Records	2009	Neg.
309	Payroll Bi-Monthly Printout (sent to Co Treasurer)	9/1/13-8/31/14	Neg.
401	Accident Reports	2009	Neg.
404	Civil Process Docket	2009	Neg.
411	Jail Poplulation Reports	2012	Neg.
414	L.E.A.D.S. Records (Law Enforcement Agencies Data System Records)	2015	5cf.
418	Offense/Arrest/Incident Reports	2009	2cf.
428	Sheriff's Process Docket	2009	Neg.
429	Sheriff's Sale Records	2009	Neg.
431	Visitors Logs	2011	Neg.
437	Towed Vehicle Case Reports	2015	Neg.
438	Liability Releases (to unlock car doors)	2013	Neg.
439	Preliminary Accident Reports (used to fill out standard accident reports)	2009	Neg.
440	Traffic tickets/voided tickets	2014	Neg.
102	Bids, Specifications and Proposals - unsuccessful	2013	Neg.
101	Administrative Files	2015	Neg.
107	Equipment Records	2008, 2011, 2005, 2007	Neg.

Disposition Approved

24

9.2

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 26, 2017

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

*[Signature]*

*[Signature]*

4/25/17

Signature

Date

Don Koonce, Sheriff of Shelby County

Please print name and title on the line above



# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 08:097

TO: Local Records Commission  
 Illinois State Archives Building  
 Springfield, Illinois 62756  
 217 782-7075

**RECEIVED**

COUNTY: Shelby

MAR 25 2016

FROM: Sheriff's Office  
 Agency Division

ADDRESS: 151 N. Morgan St.  
 Street, P.O. Box  
Shelbyville, IL 62565

**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.

**LOC. REC. COMM**

TELEPHONE: ( 217 ) 774-1011

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
105	Freedom of Information Act Requests & Denials	2013	Neg.
101	Administrative Files	2005-2010	Neg.
200	Cancelled Checks, Bank Statements, Paid Bills, Deposit Slips, Invoices and Vouchers	2008	Neg.
206	Grant Records	2012	Neg.
207	Financial Reports, Monthly	2008	Neg.
208	Receipt Books	2013	Neg.
103	Contracts, Leases and Agreements	2005-2009	Neg.
301	Attendance Reports (Vacation, Sick, Personal Time) Records	2013	Neg.
304	Scholarship Records	2008	Neg.
308	Workman's Compensation Records	1995, 2001, 2005 2006, 2008	Neg.
309	Payroll Bi-Monthly Printouts (sent to County Treasurer)	9/1/12-8/31/13	Neg.
102	Bids, Specifications and Proposals - <i>unsuccessful</i>	2012	Neg.
401	Accident Reports	2008	Neg.
404	Civil Process Dockets	2008	Neg.
411	Jail Population Reports	2011	Neg.
414	L.E.A.D.S. Records (Law Enforcement Agencies Data System Records)	2014	6cf.
418	Offense/Arrest/Incident Reports	2008	2cf.
428	Sheriff's Process Dockets	2008	Neg.
429	Sheriff's Sale Records	2008	Neg.
431	Visitors Logs	2010	Neg.
437	Towed Vehicle Case Reports	2014	Neg.
438	Liability Releases (to unlock car doors)	2012	Neg.
439	Preliminary Accident Reports (used to fill out standard accident reports)	2008	Neg.
440	Traffic Tickets/Voided Tickets	2013	Neg.

**Disposition Approved**

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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

May 23, 2016

*[Signature]*

3/22/16

Signature

Date

Don Koonce, Sheriff of Shelby County

Please print name and title on the line above

# RECORDS DISPOSAL CERTIFICATE

APPLICATION # 08:097

TO: Local Records Commission  
 Illinois State Archives Building  
 Springfield, Illinois 62756  
 (217) 782-7075

## RECEIVED

COUNTY: Shelby

MAY 21 2015

FROM: Sheriff's Office  
 (Agency Division)

**Directions:**

3. Fill in all blanks and columns
4. Sign and send certificate to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

**LOC. REC. COMM**

ADDRESS: 151 N. Morgan St.  
 (Street, P.O. Box)

Shelbyville, IL 62565  
 (City, Zip Code)

TELEPHONE: (217) 774-1011

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
105	"Freedom of Information Act" Requests & Denials	2010-2012 ✓	Neg.
200	Cancelled Checks, Bank Statements, Paid Bills, Deposit Slips, Invoices and Vouchers	2006-2007 ✓	Neg.
202	General Ledgers	11/2000-12/2007 ✓	Neg.
204	Receipts from Circuit Clerk	2013 ✓	Neg.
102	Bids, Specifications & Proposals	2011 ✓	Neg.
207	Financial Reports, Monthly	2007 ✓	Neg.
208	Receipt Books	2008-2012 ✓	Neg.
304	Attendance Reports (Vacation, Sick, Personal Time) Records	2012 ✓	Neg.
304	Scholarship Records	8/2007-12/2007 ✓	Neg.
309	Payroll Bi-Monthly Printouts	9/1/11-8/31/12 ✓	Neg.
401	Accident Reports	8/2007-12/2007 ✓	Neg.
404	Civil Process Dockets	8/2007-12-2007 ✓	Neg.
411	Jail Population Reports	2009-2010 ✓	Neg.
414	L.E.A.D.S. Records (Law Enforcement Agencies Data System Records)	2013 ✓	7 cu.ft
418	Offense/Arrest/Incident Reports	8/2007-12/2007 ✓	5 cu.ft
428	Sheriff's Docket	8/2007-12/2007 ✓	Neg.
429	Sheriff's Sale Records	8/2007-12/2007 ✓	Neg.
431	Visitor's Log	8/2009-12/2009 ✓	Neg.
437	Towed Vehicle Case Reports	2012-2013 ✓	Neg.
438	Liability Releases (To unlock car doors)	2011 ✓	Neg.
439	Preliminary Accident Reports	8/2007-12/2007 ✓	Neg.

**Disposition Approved**

28

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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 27, 2015

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

14.6

*[Signature]*  
 Signature

5/19/15  
 Date

**Don Koonce, Sheriff of Shelby County**

Please print name and title on the line above

# RECORDS DISPOSAL CERTIFICATE

APPLICATION # 08:097

TO: Local Records Commission  
 Illinois State Archives Building  
 Springfield, Illinois 62756  
 (217) 782-7075

**RECEIVED**

COUNTY: Shelby

MAY 21 2015

FROM: Sheriff's Office  
 (Agency Division)

**Directions:**

3. Fill in all blanks and columns
4. Sign and send certificate to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

**LOC. REC. COMM**

ADDRESS: 151 N. Morgan St.  
 (Street, P.O. Box)

Shelbyville, IL 62565  
 (City, Zip Code)

TELEPHONE: \_\_\_\_\_

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
440	Traffic Tickets/Voided Tickets	2012 ✓	Neg.
441	Requests for Phone Taps	2000-2006 ✓	Neg.
106	Intergovernmental Agency Agreements	1995-2010 ✓	Neg.
306	Hazardous Material Training & Blood borne Pathogen testing	2007-2011 ✓	Neg.
303	Personnel File - Employee Deceased 2006	1992-2006 ✓	Neg.
413	Juvenile Case Files - See new retention enclosed	1999-2006 ✓	Neg.
412	Juvenile Arrest Cards	1999-2006 ✓	Neg.

**Disposition Approved**

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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 27, 2015

*[Signature]*  
 (Signature Required only if records have been microfilmed or digitized)

*[Signature]*  
 Signature

5/19/15  
 Date

Please print name and title on the line above