

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 07:318

TO: Local Records Commission
Margaret Cross Norton Building
Springfield, IL 62756
217-782-7076

RECEIVED

MAY 10 2023

COUNTY: Massac

FROM: Massac Co. Clerk and Recorder

ADDRESS: #1 Superman Square Room 2A

(Street, P.O. Box)
Metropolis, IL 62960

(City, ZIP)

CONTACT TELEPHONE: (618) 524-5213

CONTACT EMAIL: hmiles@massaccountyil.gov

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.
5. Retain records until approved copy is returned.
6. This form can be found online at ilsos.gov.

LOG REC. COMM.

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES (MONTH/YEAR)	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
3	Abstracts of Assessments	2009-2012	Neg.
4	Administrative Files & Correspondence	2018-2021	4 Cu. Ft.
7	Affidavits for Tax Records	2018-2021	Neg.
10	Annual Financial Reports from Comptroller	2012-2015	Neg.
12	Applications for Liquor Licenses	2018-2021	Neg.
14	Assumed Name Certificates (Closed Businesses)	2014-2017	Neg.
16	Bids, Specifications, and Proposals	2009-2012	1 Cu. Ft.
21	Board of Supervisors Claims & Bills to be Approved	2012-2015	2 Cu. Ft.
22	Budgets and Budget Worksheets	2012-2015	1/4 Cu. Ft.
25	Cancelled Checks, Bank Statements & Deposit Slips	2012-2015	4 Cu. Ft.
27	Cash Receipts	2017-2020	1 Cu. Ft.
29	Certificates of Error	2012-2015	Neg.
30	Certificates of Publication	2018-2021	Neg.
31	Certificates of Release of Liens	2018-2021	Neg.
35	Contracts & Agreements	2009-2012	1 Cu. Ft.
50	Financial Reports from Co. Officers	2012-2015	1/2 Cu. Ft.
52	Freedom of Information Act Requests and Denials	2017-2020	Neg.
53	General Financial Ledgers	2012-2015	4 Cu. Ft.
55	Grant Records	2016-2019	1/2 Cu. Ft.
59	Inspection Reports	2016-2019	Neg.
Total Items: 40			Total Volume from all pages Cu. Ft. <u>29.3</u> MB/GB _____

Disposition
Approved

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:

June 8, 2023

Disposal date set by the ILSOS

Hailey Miles
Signature of the Agency Official

Hailey Miles, Co. Clerk and Recorder

Print Agency Official name and title on line above

Prepared by: Michael Hall

799 H

Approved by ILSOS

5/8/2023
Submission Date

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

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SUPPLEMENTAL PAGE**

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LOC. REC. COMM.

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COUNTY: Massac

FROM: Massac Co. Clerk and Recorder
(Agency, Division)

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
60	Inventories of Equipment, Supplies, etc.	2017-2020	Neg.
63	Settled and Released Liens	2012-2015	1/4 Cu. Ft.
65	Lists of Officers Elected	2014-2017	Neg.
70	Tax Sale Notices of Extension (settled)	2016-2019	Neg.
73	Memorandums of Judgment	2014-2017	Neg.
78	Motor Fuel Tax Bills	2012-2015	Neg.
80	Officials Oaths (former officials)	2017-2019	Neg.
82	Paid Bills, Invoices, and Vouchers	2012-2015	8 Cu. Ft.
89	Receipts for Certified Mail	2017-2020	Neg.
92	Records of Township Bonds	2012-2015	Neg.
94	Redemption Reports of Tax Sales	2012-2015	Neg.
100	Register of School Dist. Bonds	2012-2015	Neg.
102	Requests for Birth, Death & Marriage Records	2017-2020	Neg.
113	Take Notices (Redeemed Property)	2016-2019	Neg.
115	Tax Levies	2012-2015	Neg.
116	Tax Objections (settled)	2016-2019	Neg.
117	Tax Rates & Tax Extensions	2009-2012	Neg.
118	Tax Sale Certificates of Purchase	2016-2019	Neg.
119	Tax Schedules	2012-2015	Neg.
121	Voided Birth and Death Certificates	2019-2022	Neg.

**Disposition
Approved**