

Local Records Unit
 Illinois State Archives
 Margaret Cross Norton Building
 Springfield, IL 62756
 (217)782-7075

**APPLICATION FOR AUTHORITY TO
 DISPOSE OF LOCAL RECORDS**

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COUNTY Clark	CITY Marshall	ZIP 62441	LOCAL RECORDS COMMISSION APPROVAL
AGENCY Clark County Clerk and Recorder			
ADDRESS 501 Archer Ave.			
PHONE (217) 826-8311			
<p>I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm or digitized copies will be made in accordance with standards of the Local Records Commission and will be adequate substitutes for the original records.</p> <p><i>Laura Lee</i> <i>May 14, 2019</i> Signature of Agency Head Date</p> <p>County Clerk</p>			
			<i>Pamela Davidson</i> CHAIRMAN
			<i>David Joens</i> DIRECTOR, STATE ARCHIVES
			<i>July 2, 2019</i> DATE

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF:

- AFTER THEIR INDIVIDUAL RETENTION PERIOD IS COMPLETE,
- IF THEY ARE CORRECTLY LISTED ON A RECORDS DISPOSAL CERTIFICATE SUBMITTED TO AND APPROVED BY THE LOCAL RECORDS COMMISSION SIXTY (60) DAYS PRIOR TO DISPOSAL,
- PROVIDING ANY LOCAL, STATE, AND FEDERAL AUDIT REQUIREMENTS HAVE BEEN MET,
- AS LONG AS THEY ARE NOT NEEDED FOR ANY LITIGATION EITHER PENDING OR ANTICIPATED.

THIS RECORDS RETENTION SCHEDULE DOES NOT RELIEVE LOCAL GOVERNMENTS OF RETENTION REQUIREMENTS MANDATED BY OTHER STATE AND FEDERAL STATUTES AND/OR REGULATIONS. WHEN SUCH AN OBLIGATION DOES EXIST, THEN THE LONGER RETENTION PERIOD TAKES PRECEDENCE.

DISPOSAL OF RECORDS AFTER MICROFILMING OR DIGITIZING MUST BE NOTED ON THE RECORDS DISPOSAL CERTIFICATE.

THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES ARE TO BE RETAINED PERMANENTLY.

This application supersedes application 84:279

CLARK CO. CLERK AND RECORDER

CLARK COUNTY

APPLICATION 19:120

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<u>ADMINISTRATIVE RECORDS</u>
100.	<p><u>APPLICATIONS FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND LOCAL RECORDS DISPOSAL CERTIFICATES</u></p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
101.	<p><u>ADMINISTRATIVE FILES AND MISCELLANEOUS CORRESPONDENCE, INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORDS SERIES, REFERENCE MATERIALS, PUBLICATIONS, ETC.</u></p> <p>Dates: 1985- Volume: 10 Cubic Feet/1 MB Annual Accumulation: ¼ Cubic Feet/Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>
102.	<p><u>APPLICATION FOR LIQUOR LICENSE</u></p> <p>Dates: 1984- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year after expiration, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
103.	<p><u>BIDS, SPECIFICATIONS, AND PROPOSALS</u></p> <p>Dates: 1995- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain <u>successful bids</u> for ten (10) years after terms of the related contract are complete, then dispose of. Retain <u>unsuccessful bids</u> for three (3) years after rejection, then dispose of.</p>
104.	<p><u>CONTRACTS, LEASES, AND AGREEMENTS</u></p> <p>Dates: 1990- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain contracts and contract renewals for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of. Copies: retain for two (2) years, then dispose of.</p>
105.	<p><u>COUNTY DEEDS, ABSTRACTS OF PROPERTY AND BUILDING</u></p> <p>Dates: 1900- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>

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106.	<u>DEDICATIONS (RIGHT-OF-WAY RECORD)</u> Dates: 1927- Volume: 19 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.
107.	<u>FREEDOM OF INFORMATION ACT REQUESTS AND DENIALS</u> Dates: 1984- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years after filing date, then dispose of, provided no review is pending with the Attorney General's Public Access Counselor.
108.	<u>HIGHWAY REPORTS (CORRESPONDENCE, PROPOSALS, AND MONTHLY MFT STATEMENTS)</u> Dates: 1975-1999 Volume: 2 Cubic Feet Annual Accumulation: None Arrangement: Chronological Recommendation: Retain monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
109.	<p><u>INSURANCE POLICIES AND CLAIMS</u></p> <p>Dates: 1978- Volume: 8 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain policies that cover sexual misconduct for sixty (60) years, then dispose of. Retain policies that cover personal injuries to minors for twenty (20) years after expiration of policy, then dispose of. Retain other policies for seven (7) years after expiration of policy and retain claims for seven (7) years after settlement of claim, then dispose of.</p>
110.	<p><u>LEGAL FILES</u></p> <p>Dates: 2000- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain lawsuits and cases for three (3) years after settlement, then dispose of. Retain legal opinions permanently. Retain all other records in this series for seven (7) years, then dispose of.</p>
111.	<p><u>MINUTES, AGENDAS, AND BOARD PACKETS</u></p> <p>Dates: 1818- Volume: 20 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain one (1) copy of each permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
112.	<p data-bbox="337 359 1011 390"><u>MONTHLY/ANNUAL/YEAR-TO-DATE REPORTS</u></p> <p data-bbox="337 432 1011 569">Dates: 1983- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="337 611 1455 716">Recommendation: Retain monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.</p>
113.	<p data-bbox="337 751 1411 821"><u>NOTICE OF HEARINGS, LETTINGS, NEWSPAPER PUBLICATIONS AND CERTIFICATIONS</u></p> <p data-bbox="337 863 1011 999">Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="337 1041 1455 1073">Recommendation: Retain for one (1) year, then dispose of.</p>
114.	<p data-bbox="337 1108 837 1140"><u>ORDINANCES AND RESOLUTIONS</u></p> <p data-bbox="337 1182 1011 1318">Dates: 1975- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="337 1360 1455 1497">Recommendation: Retain ordinances permanently. Retain resolutions for sixty (60) days, then dispose of provided they are recorded in the minutes.</p>
115.	<p data-bbox="337 1535 570 1566"><u>SURETY BONDS</u></p> <p data-bbox="337 1608 1011 1745">Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="337 1787 1289 1856">Recommendation: Retain for three (3) years after expiration, then dispose of.</p>

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	<u>ELECTION RECORDS</u>
200.	<div data-bbox="336 436 643 462"><u>ELECTION RECORDS</u></div> <div data-bbox="336 508 1008 646"><p>Dates: 1980- Volume: 44 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological</p></div> <div data-bbox="336 686 1435 749"><p>Recommendation: Retain for sixty (60) days, then dispose of.</p></div>
201.	<div data-bbox="336 793 815 819"><u>OFFICIALS OATHS AND BONDS</u></div> <div data-bbox="336 865 1008 1003"><p>Dates: 1970- Volume: ¼ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p></div> <div data-bbox="336 1043 1471 1075"><p>Recommendation: Retain for two (2) years, then dispose of.</p></div>
202.	<div data-bbox="336 1115 1123 1140"><u>STATEMENTS OF ECONOMIC INTEREST AND INDEX</u></div> <div data-bbox="336 1186 1008 1325"><p>Dates: 1973- Volume: 6 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p></div> <div data-bbox="336 1365 1474 1503"><p>Recommendation: Retain for three (3) years from date of filing with the County Clerk, then dispose of. Retain Index permanently.</p></div>
203.	<div data-bbox="336 1543 797 1568"><u>VOTER REGISTRATION CARDS</u></div> <div data-bbox="336 1614 1333 1753"><p>Dates: 1983- Volume: 146 Cubic Feet Annual Accumulation: 4 Cubic Feet Arrangement: Alphabetical and Chronological</p></div> <div data-bbox="336 1793 1247 1856"><p>Recommendation: Retain for two (2) years after inactivation, then dispose of.</p></div>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<u>FISCAL AND PERSONNEL RECORDS</u>
300.	<u>APPLICATIONS FOR EMPLOYMENT (SOLICITED AND UNSOLICITED) AND SUPPORTING DOCUMENTS (I.E. RESUMES, LETTERS OF RECOMMENDATION, ETC.)</u> Dates: 1990- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain solicited applications and supporting documents for two (2) years from date of the application, then dispose of. Retain unsolicited applications and supporting documents for one (1) year from date of the application, then dispose of.
301.	<u>AUDITS</u> Dates: 1995- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain one copy of each audit report permanently. Retain duplicate audits for one (1) year, then dispose of.
302.	<u>BOND REGISTER RECORD</u> Dates: 1964- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
303.	<u>BUDGET AND BUDGET WORKSHEETS</u> Dates: 1995- Volume: 10 Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.
304.	<u>CANCELLED CHECKS, CLAIMS, BANK STATEMENTS, DEPOSIT SLIPS, PAID BILLS, INVOICES, AND VOUCHERS</u> Dates: 1978- Volume: 26 Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.
305.	<u>CHECK STUBS, CHECK COPIES, DUPLICATE CHECKS, AND WARRANTS</u> Dates: 1983- Volume: 14 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
306.	<p><u>EMPLOYEE GROUP HEALTH BENEFIT RECORDS</u></p> <p>Dates: 1995- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain <u>plan policies</u> for seven (7) years after expiration or cancellation, then dispose of. Retain <u>enrollment forms</u> for five (5) years after termination of employment, then dispose of.</p> <p>Retain <u>claims</u> for seven (7) years after settlement, then dispose of. Retain <u>explanations of benefits</u> for one (1) year, then dispose of. Retain <u>other records</u> within this record series for seven (7) years, then dispose of.</p>
307.	<p><u>GENERAL FINANCIAL LEDGERS, RECORDS, AND REGISTERS</u></p> <p>Dates: 1977- Volume: 20 Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.</p>
308.	<p><u>GRANT RECORDS</u></p> <p>Dates: 1990- Volume: 6 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years following date of final expenditure report, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
309.	<p><u>ILLINOIS MUNICIPAL RETIREMENT FUND (I.M.R.F.) RECORDS</u></p> <p>Dates: 1990- Volume: 6 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain designation of beneficiary forms until superseded by new designation or until terminated employee's 78th birthday, whichever occurs first, then dispose of. If employee has not retired by age 78, retain designation of beneficiary for ten (10) years after termination of employee, then dispose of. Retain all other records within this record series for seven (7) years, then dispose of.</p>
310.	<p><u>PAYROLL RECORDS</u></p> <p>Dates: 1990- Volume: 30 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

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311.	<p><u>PERSONNEL RECORDS</u></p> <p>Dates: 1955- Volume: 3 Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain individual work and salary history records for sixty (60) years or until terminated employee's seventy-eighth (78th) birthday, whichever occurs first, then dispose of. If the employee has not retired by age seventy-eight (78), retain the work and salary history records for ten (10) years after termination of employment, then dispose of. If the employee is deceased retain entire file for five (5) years after date of death, then dispose of provided no litigation is pending or anticipated. If litigation is pending, retain until conclusion of all judicial action (including appeals), then dispose of. Retain all other records and supporting documents within this record series that are not covered under another record series for seven (7) years from date of generation, then dispose of.</p>
312.	<p><u>RECEIPTS</u></p> <p>Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
313.	<div data-bbox="334 359 1461 428"><u>STATE AND FEDERAL TAX REPORTS AND STATEMENTS (W-2'S, W-3'S, W-4'S, IL-941'S, IL-501'S, ETC.)</u></div> <div data-bbox="334 468 1008 606"><p>Dates: 1978- Volume: 8 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p></div> <div data-bbox="334 646 1456 852"><p>Recommendation: Retain W-4's for five (5) years after termination of employment or until W-4 is superseded by a new W-4, then dispose of. Retain all other tax forms in this record series for seven (7) years, then dispose of.</p></div>
314.	<div data-bbox="334 894 1045 926"><u>TIME SHEETS AND PAID TIME OFF RECORDS</u></div> <div data-bbox="334 966 1008 1104"><p>Dates: 2005- Volume: 8 Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Chronological</p></div> <div data-bbox="334 1144 1471 1178"><p>Recommendation: Retain for two (2) years, then dispose of.</p></div>
315.	<div data-bbox="334 1218 721 1249"><u>UTILITY BILL RECORDS</u></div> <div data-bbox="334 1289 1008 1428"><p>Dates: 2004- Volume: 4 Cubic Feet Annual Accumulation: ¼ Cubic Feet Arrangement: Chronological</p></div> <div data-bbox="334 1467 1451 1501"><p>Recommendation: Retain for one (1) year, then dispose of.</p></div>

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NO.

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The following item #316 was added to application 19:120 and approved by the Local Records Commission on July 5, 2023.


Chair

316.

CERTIFICATES OF COMPLETION OF TRAINING FOR THE OPEN MEETINGS
ACT, FREEDOM OF INFORMATION ACT, ETC.

Dates: 2010-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain records of designees and elected or appointed officials required to be tested annually for five (5) years after completion of training, then dispose of. Retain records of other elected or appointed officials for five (5) years after leaving office, then dispose of.

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NO.

DESCRIPTION OF ITEMS OR RECORDS SERIES

LIENS

400.

LIENS (ALL TYPES) AND INDEXES

Dates: 1939-
Volume: 14 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain Notices of Liens, Extensions of Liens, Lien Settlement Documents, Releases or Liens, Certificates Subordinating a Lien and Waivers of Liens for seven (7) years after the date of settlement, extension, release, revocation of waiver, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<u>MILITARY AND MISCELLANEOUS RECORDS</u>
500.	<u>INDEX TO MISCELLANEOUS RECORDS</u> Dates: 1878- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.
501.	<u>MISCELLANEOUS RECORD BOOKS</u> Dates: 1878- Volume: 28 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.
502.	<u>SOLDIERS DISCHARGE RECORDS AND INDEX</u> Dates: 1919- Volume: 7 ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.
503.	<u>RECORD OF BURIAL CERTIFICATE, SOLDIER, SAILORS, AND MARINES</u> Dates: 1919 Only Volume: 1 Cubic Feet Annual Accumulation: None Arrangement: Chronological Recommendation: Retain permanently.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<u>OBSOLETE RECORDS</u>
600.	<u>ABSTRACT OF FILED CHATTEL MORTGAGE</u> Dates: 1903-1962 Volume: ½ Cubic Feet Annual Accumulation: None Arrangement: Chronological Recommendation: Retain permanently.
601.	<u>ASSESSORS BOND RECORD</u> Dates: 1899-1962 Volume: Negligible Annual Accumulation: None Arrangement: Chronological Recommendation: Retain permanently.
602.	<u>COMMISSIONERS COURT RECORD</u> Dates: 1933-1958 Volume: Negligible Annual Accumulation: None Arrangement: Chronological Recommendation: Retain permanently.
603.	<u>COUNTY CLERKS ACCOUNTS WITH PHYSICIANS AND HEALTH OFFICIALS</u> Dates: 1902-1915 Volume: Negligible Annual Accumulation: None Arrangement: Chronological Recommendation: Retain permanently.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
604.	<u>LIEN AND SATISFACTION DOCKETS</u> Dates: 1887-1959 Volume: Negligible Annual Accumulation: None Arrangement: Chronological Recommendation: Retain permanently.
605.	<u>MILITIA ROLL RECORD AND LIST OF JUROR CERTIFICATES</u> Dates: 1859-1871 Volume: Negligible Annual Accumulation: None Arrangement: Chronological Recommendation: Retain permanently.
606.	<u>OPTOMETRY REGISTER</u> Dates: 1915-1917 Volume: Negligible Annual Accumulation: None Arrangement: Chronological and Alphabetical Recommendation: Retain permanently.
607.	<u>PATENT RECORD</u> Dates: 1867-1872 Volume: Negligible Annual Accumulation: None Arrangement: Chronological Recommendation: Retain permanently.

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608.	<p><u>PHYSICIANS AND ACCOUCHERS REGISTER</u></p> <p>Dates: 1877-1913 Volume: Negligible Annual Accumulation: None Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain permanently.</p>
609.	<p><u>PHYSICIANS AND MIDWIFES CERTIFICATES</u></p> <p>Dates: 1879-1902 Volume: Negligible Annual Accumulation: None Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
610.	<p><u>RECORD OF MARKS AND BRANDS</u></p> <p>Dates: 1819-1861 Volume: Negligible Annual Accumulation: None Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
611.	<p><u>REGISTER OF NURSES</u></p> <p>Dates: 1939 Only Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>

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612.	<u>RECORD OF OFFICIALS</u> Dates: 1819-1857 Volume: Negligible Annual Accumulation: None Arrangement: Chronological Recommendation: Retain permanently.
613.	<u>RECORD OF PHYSICIANS CERTIFICATES</u> Dates: 1877-1919 Volume: Negligible Annual Accumulation: None Arrangement: Chronological Recommendation: Retain permanently.
614.	<u>RECORD OF PHYSICIANS AND DENTISTS CERTIFICATES</u> Dates: 1908-1951 Volume: ½ Cubic Feet Annual Accumulation: None Arrangement: Chronological Recommendation: Retain permanently.
615.	<u>SCHOOL PLAT RECORD</u> Dates: 1850-1910 Volume: Negligible Annual Accumulation: None Arrangement: Chronological Recommendation: Retain permanently.

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616.	<u>VICTORY TAX RECORD</u> Dates: 1944 Only Volume: 1 Cubic Feet Annual Accumulation: None Arrangement: Chronological Recommendation: Retain permanently.

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	<u>RECORDING RECORDS</u>
700.	<u>APPOINTMENT RECORDS</u> Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.
701.	<u>ASSUMED NAME CERTIFICATE RECORD BOOKS</u> Dates: 1941- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.
702.	<u>CERTIFICATE OF OWNERSHIP (ASSUMED NAMES)</u> Dates: 1980- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for five (5) years after closing of business, then dispose of.
703.	<u>CLAIMS OF MINERAL INTEREST</u> Dates: 1971- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.

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704.	<u>COMMISSION AND CERTIFICATE RECORDS</u> Dates: 1961- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for four (4) years, then dispose of.
705.	<u>DEBTOR INDEX TO FINANCING STATEMENTS</u> Dates: 1962- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.
706.	<u>DEED RECORD BOOKS</u> Dates: 1818- Volume: 200 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological Recommendation: Retain permanently.
707.	<u>ENTRY BOOKS (GRANTOR-GRANTEE)</u> Dates: 1816- Volume: 14 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
708.	<u>GENERAL INDEX GRANTOR/GRANTEE</u> Dates: 1818- Volume: 25 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.
709.	<u>GENERAL INDEX MORTGAGEE/MORTGAGER</u> Dates: 1872- Volume: 15 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.
710.	<u>INDIVIDUAL INQUEST AND INVESTIGATION RECORD</u> Dates: 1975- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for ten (10) years, then dispose of.
711.	<u>INQUEST RECORD BOOK</u> Dates: 1947- Volume: 1 ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
712.	<p><u>JUDGMENT NOTICE AND DECREE INDEX</u></p> <p>Dates: 1964- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
713.	<p><u>MEMORANDUM OF JUDGMENT</u></p> <p>Dates: 1980- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
714.	<p><u>MORTGAGE RECORD BOOKS</u></p> <p>Dates: 1848- Volume: 128 Cubic Feet Annual Accumulation: $\frac{3}{4}$ Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
715.	<p><u>OIL AND GAS ASSIGNMENT RECORD</u></p> <p>Dates: 1968- Volume: 13 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
716.	<u>OIL AND GAS LEASE BOOKS</u> Dates: 1904- Volume: 35 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.
717.	<u>OIL LEASE INDEX</u> Dates: 1904- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.
718.	<u>ORIGINAL LAND SURVEYS</u> Dates: No Date Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.
719.	<u>PLAT RECORD BOOKS</u> Dates: 1886- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
720.	<u>REGISTER OF NAMES OF LANDS</u> Dates: 1915- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical Recommendation: Retain permanently.
721.	<u>RELEASE OF JUDGMENT RECORD BOOK</u> Dates: 1952- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.
722.	<u>RELEASE RECORD BOOKS</u> Dates: 1877- Volume: 40 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.
723.	<u>SUPERVISORS RECORD-COUNTY BOARD</u> Dates: 1818- Volume: 20 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
724.	<u>SURVEYORS RECORD</u> Dates: 1816- Volume: 5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.
725.	<u>TERMINATED OR LAPSED FINANCING STATEMENTS</u> Dates: 1988- Volume: 22 Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<u>TAX RECORDS</u>
800.	<u>STATEMENT OF EXEMPTIONS UNDER REAL ESTATE TRANSFER ACT</u> Dates: 1983- Volume: 1 ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.
801.	<u>TAKE NOTICES TAXES</u> Dates: 1978- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for three (3) years after redemption, then dispose of. If property is not redeemed, retain permanently in tax sale file.
802.	<u>TAX JUDGMENT SALE REDEMPTION AND FORFEITURE RECORD</u> Dates: 1880- Volume: 20 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.
803.	<u>TAX LEVIES</u> Dates: 1978- Volume: 10 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
804.	<u>TAX SALE CERTIFICATE</u> Dates: 1968- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for three (3) years after settlement, then dispose of.
805.	<u>TAX VALUATIONS</u> Dates: 1985- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<u>VITAL RECORDS</u>
900.	<u>BIRTH RECORDS AND INDEX</u> Dates: 1877- Volume: 38 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.
901.	<u>DEATH AND STILLBIRTH RECORDS AND INDEX</u> Dates: 1877- Volume: 49 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.
902.	<u>MARRIAGE RECORDS AND INDEX</u> Dates: 1819- Volume: 94 Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Chronological Recommendation: Retain permanently.