

DOCUMENT  
TYPE

APPLICATION

FILE NUMBER

87:082

COUNTY

JO DAVIESS

CITY/TOWNSHIP

Galena

OFFICE

County Clerk and Recorder

Doc Part #

001

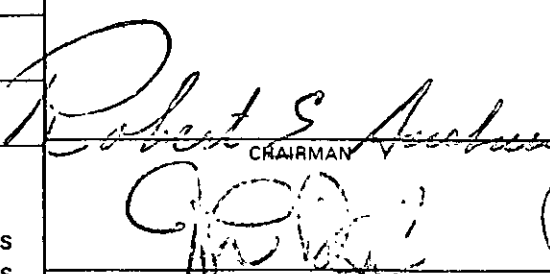
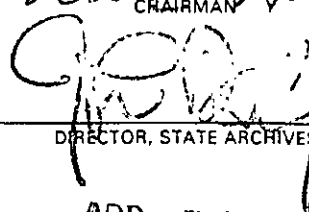
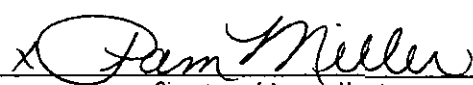
State of Illinois  
Local Records Commission  
Archives Building  
Springfield, Illinois 62756  
217/782-7075

Application No. 87:82

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

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RM/M RM-9

COUNTY <u>JO DAVIESS</u>	CITY <u>Galena, IL 61036</u>	LOCAL RECORDS COMMISSION APPROVAL
AGENCY <u>County Clerk &amp; Recorder</u>		 CHAIRMAN
ADDRESS <u>303 N. Bench Street</u>		
PHONE <u>815 / 777 / 0161</u>		 DIRECTOR, STATE ARCHIVES
I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm copies will be made in accordance with standards of the Local Records Commission and will be adequate substitutes for the original records.		<u>APR 7 1987</u> DATE
 Signature of Agency Head		<u>2-24-87</u> Date

ITEM NO.	DESCRIPTION OF RECORD SERIES
	<p>Records listed on this application may be disposed of:</p> <ul style="list-style-type: none"><li>- after their individual retention period is complete,</li><li>- providing any local, state, and federal audit requirements have been met,</li><li>- as long as they are not needed for any litigation either pending or anticipated,</li><li>- if they are correctly listed on a Records Disposal Certificate submitted to and approved by the appropriate Local Records Commission.</li></ul> <p>Any record on this application may be microfilmed and the record disposed of if the record is microfilmed in accordance with the standards of the Local Records Commission Rules and if the film is retained for the prescribed retention period. Disposal of records after microfilming must be noted on the Records Disposal Certificate.</p>

Inquiries and Applications to:

Application No. 87:082

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

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

COUNTY JoDaviess	CITY Galena	ZIP 61036	LOCAL RECORDS COMMISSION APPROVAL  <i>Robert E. Ausbury</i> CHAIRMAN  <i>John Dafy</i> DIRECTOR, STATE ARCHIVES  <i>April 7, 1987</i> DATE
AGENCY JoDaviess County Clerk and Recorder			
ADDRESS 303 N. Bench Street			
PHONE (815)777-0161			
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.  <i>Pam Miller</i> <i>February 24, 1987</i> Signature of Agency Head 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.

## APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
1.	<p><u>APPLICATIONS FOR MARRIAGE LICENSE (record books)</u></p> <p>Dates: 1913 - Volume: 7½ cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain permanently.</p>
2.	<p><u>APPLICATIONS FOR MARRIAGE LICENSE</u> Item 2 amended by LRC - 8/7/96</p> <p>Dates: 1962 - Volume: 3 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: <del>Retain 100 years and discontinue after original expires</del> <del>retained</del>/ Retain permanently.</p>
3.	<p><u>BIRTH CERTIFICATES, STILLBIRTH CERTIFICATES</u></p> <p>Dates: 1910 - Volume: 6½ cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by certificate number</p> <p>Recommendation: Retain permanently.</p>
4.	<p><u>BIRTH CERTIFICATE STUBS</u></p> <p>Dates: 1916 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by certificate number</p> <p>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
5.	<p><u>BIRTH INDEX</u></p> <p>Dates: 1877 - Volume: 1½ cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by individual</p> <p>Recommendation: Retain permanently.</p>
6.	<p><u>BIRTH RECORD</u></p> <p>Dates: 1877 - Volume: 1½ cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain permanently.</p>
7.	<p><u>DEATH CERTIFICATES</u></p> <p>Dates: 1905 - Volume: 6 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by certificate number</p> <p>Recommendation: Retain permanently.</p>
8.	<p><u>DEATH INDEX</u></p> <p>Dates: 1877 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by individual</p> <p>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
9.	<u>DEATH RECORD</u>  Dates: 1877 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain permanently.
10.	<u>INDEX TO MARRIAGE LICENSES</u>  Dates: 1876 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by couple  Recommendation: Retain permanently.
11.	<u>MARRIAGE COURT ORDER, COURT WAIVER OF WAITING PERIOD IN MARRIAGE LICENSE (county clerk's copy)</u> <div data-bbox="921 1129 1488 1163" data-kind="parent">Item 11 amended by the LRC - 8/7/96</div> Dates: 1969 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: <del>Retain three years and dispose of</del> Retain permanently.
12.	<u>MARRIAGE INDEX</u>  Dates: 1833 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by couple  Recommendation: Retain permanently.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
13.	<p><u>MARRIAGE LICENSES</u></p> <p>Dates: 1876 - Volume: 25 cu. ft. Annual Accumulation: <math>\frac{1}{2}</math> cu. ft. Arrangement: Numerical by license number</p> <p>Recommendation: Retain permanently.</p>
14.	<p><u>MARRIAGE RECORD</u></p> <p>Dates: 1833 - Volume: 3 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain permanently.</p>
15.	<p><u>ORDER FOR DISSOLUTION OF MARRIAGE (copy)</u></p> <p>Dates: 1970 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain and dispose of after entry is made in the marriage registry.</p>
16.	<p><u>PHYSICIAN'S CERTIFICATES (marriage)</u></p> <p>Dates: 1981 - Volume: <math>\frac{1}{2}</math> cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain two years and dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
17.	<p><u>PHYSICIAN'S REPORT OF BIRTH (return of births)</u></p> <p>Dates: 1880 - 1915 Volume: 1½ cu. ft. Annual Accumulation: Obsolete Arrangement: Chronological by year</p> <p>Recommendation: Retain permanently.</p>
18.	<p><u>STILLBIRTH INDEX</u></p> <p>Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by individual</p> <p>Recommendation: Retain permanently.</p>
19.	<p><u>APPRAISALS</u></p> <p>Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain three years following supersedence by new appraisal and dispose of.</p>
20.	<p><u>CONSTRUCTION CORRESPONDENCE</u></p> <p>Dates: 1947 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by project</p> <p>Recommendation: <del>Retain five years and dispose of</del> Retain for ten (10) years following completion of construction, then dispose of.</p> <p>Item 20 amended by the LRC - 8/7/96</p>



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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
21.	<p><u>CONSTRUCTION RECORDS (county buildings)</u></p> <p>Dates: 1940 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by building</p> <p>Recommendation: Retain ten years following completion of project and dispose of. <u>CONSTRUCTION DRAWINGS, PLANS, AND SPECIFICATIONS:</u> Retain permanently.</p>
22.	<p><u>CONTRACTS</u></p> <p>Dates: 1851 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject</p> <p>Recommendation: Retain ten years following completion of terms and dispose of.</p>
23.	<p><u>EQUIPMENT RECORDS (operation manuals, service orders, warranties, etc.)</u></p> <p>Dates: 1960 - Volume: <math>\frac{1}{2}</math> cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by equipment</p> <p>Recommendation: Retain and dispose of with equipment.</p>
24.	<p><u>LEASES AND AGREEMENTS</u> <span style="float: right;">Item 24 amended by the LRC - 8/7/96</span></p> <p>Dates: 1911 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject</p> <p>Recommendation: <del>Retain ten years following completion or expiration and dispose of.</del> Retain for ten (10) years after completion or expiration of lease or agreement, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
25.	<p><u>LOCAL AGENCY AGREEMENT FOR IMPROVEMENTS (Illinois Department of Transportation)</u></p> <p>Dates: 1979 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain ten years following completion of project and dispose of.</p>
26.	<p><u>MISCELLANEOUS BIDS, SPECIFICATIONS, AND PROPOSALS, BID BONDS</u></p> <p>Dates: 1939 - Volume: <math>\frac{1}{2}</math> cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by materials</p> <p>Recommendation: Retain ten years following acceptance or rejection and dispose of.</p>
27.	<p><u>MOTOR FUEL TAX (MFT) AND NON-MFT PROJECT CONSTRUCTION RECORDS</u></p> <p>Dates: 1917 - Volume: <math>\frac{1}{2}</math> cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Item 27 amended by LRC - 8/7/96</p> <p>Recommendation: <del>Retain ten years following completion of project and dispose of.</del> Retain <u>construction records</u> for 10 years after completion of terms of contract, then dispose of. Retain <u>plans/specifications</u> permanently. Retain other records in this series for 7 years, then dispose of.</p>
28.	<p><u>NOTICE OF COMPLETION AND ACCEPTANCE OF IMPROVEMENT</u></p> <p>Dates: 1947 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Item 28 amended by LRC - 8/7/96</p> <p>Recommendation: <del>Retain ten years following completion and dispose of.</del> Retain for ten (10) years following acceptance of improvement, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
29.	<u>REPORT OF THE CHIEF STATE HIGHWAY ENGINEER TO THE STATE HIGHWAY COMMISSION AND APPROVAL BY</u>  Dates: 1915 - 1916 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological by year  Recommendation: Accumulation may be disposed of.
30.	<u>ABSENTEE VOTING WAIVER</u>  Dates: 1986 Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain one year following expiration of waiver and dispose of.
31.	<u>ABSTRACT OF VOTES, LIST OF OFFICERS ELECTED</u>  Dates: 1896 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain five years and dispose of.
32.	<u>APPLICATION FOR CHANGE OF ADDRESS (voters)</u>  Dates: 1944 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain one year after recorded on voter registration card and dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
33.	<p><u>APPLICATION FOR COMPUTER TAPES CONTAINING VOTER REGISTRATION FILE</u></p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain one year and dispose of.</p>
34.	<p><u>APPLICATION FOR ID CARD BY AN ELECTOR WHO IS PERMANENTLY DISABLED</u></p> <p>Dates: 1984 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain two years following expiration and dispose of.</p>
35.	<p><u>BALLOT CODE ERROR REPORT</u></p> <p>Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain sixty days and dispose of, unless contested. (E)</p>
36.	<p><u>CALL FOR ELECTION</u></p> <p>Dates: 1919 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain one year and dispose of.</p> <p>(E) EXCEPTION: Federal Officials retain 22 months and dispose of, unless contested.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
37.	<p><u>CAMPAIGN DISCLOSURE RECORDS</u></p> <p style="text-align: right;">Item 37 amended by LRC - 8/7/96</p> <p>Dates: 1975 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological by year</p> <p>Recommendation: <del>Retain for seven (7) years from date of filing with county clerk, then dispose of provided a copy is forwarded to the State Board of Elections for microfilming.</del> Retain for seven (7) years from date of filing with county clerk, then dispose of provided a copy is forwarded to the State Board of Elections for microfilming.</p>
38.	<p><u>CERTIFICATE OF APPOINTMENT AND OATH (deputy registrar)</u></p> <p>Dates: 1982 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological by year</p> <p>Recommendation: Retain two years after term of office and dispose of.</p>
39.	<p><u>CERTIFICATE OF RESOLUTION CALLING FOR STATE PARTY CONVENTION</u></p> <p>Dates: 1917 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological by year</p> <p>Recommendation: Retain permanently.</p>
40.	<p><u>CERTIFICATION OF BALLOT AND ELECTION</u></p> <p>Dates: 1928 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological by year</p> <p>Recommendation: Retain two years and dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
41.	<p><u>CERTIFICATION OF EXEMPTION FROM POLLING PLACE ACCESSIBILITY COMPLIANCE</u></p> <p>Dates: 1986 -            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological by year</p> <p>Recommendation: Retain three years and dispose of.</p>
42.	<p><u>ELECTION NOTICES</u></p> <p>Dates: 1928 -            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological by year</p> <p>Recommendation: Retain one year and dispose of.</p>
43.	<p><u>ELECTION RECORDS (affidavit and application by absent and/or handicapped elector, voted ballots, list of absentee voters, official poll records and oaths of judges, clerk's record of ballots, receipts for election materials, affidavit of voters--challenged, assisted, etc.)</u></p> <p>Dates: 1894 -            Volume: 7 cu. ft.            Annual Accumulation: 2 cu. ft.            Arrangement: Chronological by year</p> <p>Recommendation: Retain sixty days and dispose of, unless contested. (E)</p>
44.	<p><u>ELECTION RECORDS (applications for ballots, tally sheets, and poll books, canvass of elections, certificate of registered voters, examinations for judges of election)</u></p> <p>Dates: 1936 -            Volume: 6½ cu. ft.            Annual Accumulation: ½ cu. ft.            Arrangement: Chronological by year</p> <p>Recommendation: Retain one year and dispose of. (E)</p> <p>(E) EXCEPTION: Federal Officials retain 22 months and dispose of, unless contested.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
45.	<p><u>ELECTION RECORDS (certificate of results, judge's certification for ballots, statement of votes, election judges time sheets)</u></p> <p>Dates: 1924 - Volume: 2½ cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain sixty days and dispose of. (E)</p>
46.	<p><u>ELECTION RESULTS AND CANVASS (computer printouts)</u></p> <p>Dates: 1980 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain in some form one year and dispose of. (E)</p>
47.	<p><u>JUDGES OF ELECTION (acceptance of appointment/commission's notice of appointments, report of selection, notice of selection and publication)</u></p> <p>Dates: 1936 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain one year and dispose of.</p>
48.	<p><u>LIST OF REGISTERED VOTER'S</u></p> <p>Dates: 1958 - Volume: 3 cu. ft. Annual Accumulation: ½ cu. ft. Arrangement: Chronological by year</p> <p>Recommendation: Retain sixty days following up-date and dispose of.</p> <p>(E) EXCEPTION: Federal Officials retain 22 months and dispose of unless contested.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
49.	<u>NOMINATION PETITIONS AND STATEMENTS OF CANDIDACY</u>  Dates: 1921 - Volume: 5 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain one year and dispose of.
50.	<u>PETITION FOR DISCOVERY (election)</u>  Dates: 1976 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain five years and dispose of.
51.	<u>POLLING PLACE ACCESSIBILITY SURVEY</u>  Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain one year and dispose of.
52.	<u>RECEIPT FOR BLANK REGISTRATION RECORD CARDS</u>  Dates: 1981 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain one year and dispose of.



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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
53.	<p><u>REGISTER OF ECONOMIC INTEREST STATEMENTS</u></p> <p>Dates: 1973 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain seven years from date of last entry and dispose of.</p>
54.	<p><u>REPORT TO COUNTY CLERK BY BOARD OF REGISTRY, REPORT TO ELECTION AUTHORITY, REPORT OF PERSONS DECEASED OR REMOVED FROM PRECINCT</u></p> <p>Dates: 1942 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain two years and dispose of.</p>
55.	<p><u>REQUEST FOR POLLING PLACE ACCESSIBILITY EXEMPTION</u></p> <p>Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain three years and dispose of.</p>
56.	<p><u>STATEMENTS OF ECONOMIC INTEREST, RECEIPTS AND REQUESTS TO EXAMINE STATEMENTS OF ECONOMIC INTEREST</u></p> <p>Dates: 1972 - Volume: 3 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain seven years from date of filing with county clerk and dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
57.	<p><u>STATEMENT OF ECONOMIC INTEREST INDEX</u></p> <p>Dates: 1972 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by individual</p> <p>Recommendation: Retain seven years from date of last entry and dispose of.</p>
58.	<p><u>VOTER IDENTIFICATION CARDS</u></p> <p>Dates: 1948 - Volume: 1½ cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain two years after inactivation and dispose of.</p>
59.	<p><u>VOTER REGISTRATION CARDS</u></p> <p>Dates: 1945 - Volume: 44 cu. ft. Annual Accumulation: 1 cu. ft Arrangement: Alphabetical by voter and precinct</p> <p>Recommendation: Retain two years after inactivation and dispose of.</p>
60.	<p><u>WITHDRAWAL OF CANDIDACY</u></p> <p>Dates: 1930 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain one year and dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
61.	<p><u>ACCOUNT BOOKS (births and deaths)</u></p> <p>Dates: 1902 - 1914 Volume: <math>\frac{1}{2}</math> cu. ft. Annual Accumulation: Obsolete Arrangement: Chronological by year</p> <p>Recommendation: Accumulation may be disposed of.</p>
62.	<p><u>ANNUAL FINANCIAL REPORTS (from taxing districts)</u></p> <p>Dates: 1956 - Volume: <math>3\frac{1}{2}</math> cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain seven years and dispose of.</p>
63.	<p><u>ANNUAL REPORTS</u></p> <p>Dates: 1948 - Volume: <math>\frac{1}{2}</math> cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain seven years and dispose of.</p>
64.	<p><u>ANNUAL REPORT (property presumed abandoned)</u></p> <p>Dates: 1966 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain three years and dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
65.	<p><u>APPROPRIATION RECORD LEDGERS</u></p> <p>Dates: 1933 - Volume: 5 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain seven years and dispose of.</p>
66.	<p><u>ASSESSOR'S RECORD OF DOG LICENSES</u></p> <p>Dates: 1963 - Volume: <math>\frac{1}{2}</math> cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain one year and dispose of.</p>
67.	<p><u>AUDIT REPORTS (county)</u></p> <p style="text-align: right;">Item 67 amended by LRC - 8/7/96</p> <p>Dates: 1932 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain one copy of each permanently. Retain duplicate audits for one (1) year, then dispose of.</p>
68.	<p><u>BANK PASS BOOKS</u></p> <p>Dates: 1959 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain seven years following closing of account and dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
69.	<p><u>BOND AND COUPON STATEMENT</u></p> <p>Dates: 1951 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by month</p> <p>Recommendation: Retain two years following cancellation or due date and dispose of.</p>
70.	<p><u>BUDGET AND APPROPRIATION RECORDS (county)</u></p> <p>Dates: 1924 - Volume: 2½ cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain seven years and dispose of.</p>
71.	<p><u>BUDGET AND APPROPRIATION RECORDS (from taxing districts)</u></p> <p>Dates: 1922 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain seven years and dispose of.</p>
72.	<p><u>CANCELLED BONDS AND COUPONS</u></p> <p>Dates: 1951 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by bond number</p> <p>Recommendation: Retain two years following cancellation and dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
73.	<p><u>CANCELLED CHECKS, BANK STATEMENTS, DEPOSIT SLIPS, PAID BILLS AND INVOICES, CLAIMS, STATE OF ILLINOIS INVOICE VOUCHERS, LIST OF CLAIMS, ORDERS, VOUCHERS</u></p> <p>Dates: 1915 - Volume: 68 cu. ft. Annual Accumulation: 3 cu. ft. Arrangement: Chronological by year</p> <p>Recommendation: Retain seven years and dispose of.</p>
74.	<p><u>CASH RECEIPTS, CASH REGISTER TAPES, CHECK STUBS, COPIES OF BILLS</u></p> <p>Dates: 1935 - Volume: 4½ cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain two years and dispose of.</p>
75.	<p><u>COUNTY COLLECTOR'S STATEMENT TO COUNTY CLERK</u></p> <p>Dates: 1927 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain seven years and dispose of.</p>
76.	<p><u>DOG LICENSE RECEIPTS</u></p> <p>Dates: 1963 - Volume: 3½ cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by receipt number</p> <p>Recommendation: Retain one year and dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
77.	<p><u>DOG LICENSE RECORD BOOK</u></p> <p>Dates: 1918 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Numerical by tag number</p> <p>Recommendation: Retain one year and dispose of.</p>
78.	<p><u>FEDERAL ASSISTANCE RECORDS</u></p> <p>Dates: 1973 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological by year</p> <p>Recommendation: <del>Retain three years and dispose of.</del> Retain grant records for three (3) years following completion of the terms of the grant, then dispose of.</p> <p>Item 78 amended by LRC - 8/7/96</p>
79.	<p><u>FINANCING STATEMENTS (lapsed and terminated)</u></p> <p>Dates: 1962 -  Volume: 39 cu. ft.  Annual Accumulation: 2 cu. ft.  Arrangement: Numerical by statement number</p> <p>Recommendation: Retain one year after lapsing or terminating and dispose of.</p>
80.	<p><u><del>FISCAL/BUDGET/AND/PAYROLL/RECORDS/(computer/printouts)/</del></u>  <u>FISCAL AND BUDGET RECORDS (computer printout)</u></p> <p>Dates: 1981 -  Volume: 4½ cu. ft.  Annual Accumulation: 1 cu. ft.  Arrangement: Chronological by year</p> <p>Recommendation: Retain in some form for seven years and dispose of.</p> <p><u>WORKING COPIES/DUPPLICATES:</u> Retain until administrative use is complete and dispose of.</p> <p>Title of item 80 amended by LRC - 8/7/96</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
81.	<p><u>GENERAL LEDGERS AND JOURNAL SHEETS, REGISTER OF COUNTY ORDERS, RECORD OF CASH RECEIPTS AND DISBURSEMENTS</u></p> <p>Dates: 1835 - Volume: 10 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain seven years and dispose of.</p>
82.	<p><u>GENERAL REVENUE SHARING RECORDS</u></p> <p>Dates: 1982 - 1987 Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: <del>Retain seven years and dispose of.</del> Retain allocation report for ten (10) years, then dispose of. Retain other records within this series for seven (7) years, then dispose of.</p> <p>Item 82 amended by LRC - 8/7/96</p>
83.	<p><u>MONTHLY FINANCIAL REPORTS</u></p> <p>Dates: 1947 - Volume: <math>\frac{1}{2}</math> cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by month</p> <p>Recommendation: Retain two years and dispose of.</p>
84.	<p><u>PAYROLL AUDITOR'S REPORTS</u></p> <p>Dates: 1977 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain seven years and dispose of.</p>



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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
85.	<p><u>PETITION FOR COUNTY AID TO BUILD BRIDGES</u></p> <p>Dates: 1945 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain seven years and dispose of.</p>
86.	<p><u>REGISTER OF BOUNTY WARRANTS</u></p> <p>Dates: 1907 - 1920 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Numerical by warrant number</p> <p>Recommendation: Accumulation may be disposed of.</p>
87.	<p><u>REPORTS OF AMOUNTS OF TOWN AND/OR GENERAL ASSISTANCE TAXES COLLECTED, REPORT OF COUNTY CLERK CONCERNING GENERAL ASSISTANCE LEVIES MADE</u></p> <p>Dates: 1953 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain seven years and dispose of.</p>
88.	<p><u>STATE REVENUE STAMP LOG</u></p> <p>Dates: 1968 - Volume: <math>\frac{1}{2}</math> cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by revenue stamp</p> <p>Recommendation: Retain seven years and dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
89.	<u>STATEMENT OF FEES DUE LOCAL REGISTRAR</u>  Dates: 1946 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain ten years and dispose of.
90.	<u>STATEMENT OF REVENUE STAMPS SOLD</u>  Dates: 1979 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain two years and dispose of.
91.	<u>AFFIDAVIT OF PLAT ACT</u>  Dates: 1974 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain permanently.
92.	<u>ALMSHOUSE REGISTER</u>  Dates: 1846 - 1942 Volume: 1 cu. ft. Annual Accumulation: Obsolete Arrangement: Chronological by year  Recommendation: Retain permanently.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
93.	<u>BILL OF SALE RECORD</u>  Dates: 1929 - Volume: $\frac{1}{2}$ cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by document number  Recommendation: Retain permanently.
94.	<u>BOND INDEX</u>  Dates: 1946 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by individual  Recommendation: Retain permanently.
95.	<u>BOND ISSUE, TAX LEVY AND MAXIMUM RATE RECORDS (transcripts, ordinances, etc.)</u>  Dates: 1925 - Volume: $2\frac{1}{2}$ cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by taxing district  Recommendation: Retain permanently.
96.	<u>CERTIFICATES OF OWNERSHIP OF BUSINESS, ASSUMED NAME CERTIFICATES</u>  Dates: 1941 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by certificate number  Recommendation: Retain five years after business closes and dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
97.	<u>CERTIFICATE OF TRANSFER OF STOCK</u>  Dates: 1890 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by banks  Recommendation: Retain seven years and dispose of.
98.	<u>CERTIFIED LIST OF DOMESTIC AND FOREIGN CORPORATIONS</u>  Dates: 1981 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain three years following up-date and dispose of.
99.	<u>COMMERCIAL CODE ENTRY BOOKS</u>  Dates: 1962 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by statement number  Recommendation: Retain permanently.
100.	<u>CORPORATION RECORDS--BUSINESS (articles of corporation, articles of dissolution)</u>  Dates: 1900 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by business  Recommendation: Retain five years following dissolution or inactivation and dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
101.	<u>DEBTOR INDEX TO FINANCING STATEMENTS</u>  Dates: 1962 - Volume: 1½ cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by debtor  Recommendation: Retain permanently.
102.	<u>DEED AND MORTGAGE INDEXES</u>  Dates: 1830 - Volume: 10 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by individual  Recommendation: Retain permanently.
103.	<u>DEED RECORD BOOKS</u>  Dates: 1828 - Volume: 112 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Numerical by document number  Recommendation: Retain permanently.
104.	<u>ENTRY BOOKS</u>  Dates: 1836 - Volume: 19 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by document number  Recommendation: Retain permanently.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
105.	<u>ESTRAY BOOKS</u>  Dates: 1849 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain permanently.
106.	<u>GRANTOR/GRANTEE BOOKS (general index)</u>  Dates: 1928 - Volume: 33 cu. ft. Annual Accumulation: $\frac{1}{2}$ cu. ft. Arrangement: Alphabetical by grantor/grantee  Recommendation: Retain permanently.
107.	<u>INCORPORATION RECORDS (villages, etc.)</u>  Dates: 1857 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by organization  Recommendation: Retain permanently.
108.	<u>INCORPORATION RECORD BOOKS</u>  Dates: 1908 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain permanently.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
109.	<u>INDEX TO BUSINESS NAMES</u>  Dates: 1941 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by business  Recommendation: Retain permanently.
110.	<u>INDEX TO CHATTEL MORTGAGES, BILL OF SALE, PERSONAL PROPERTY, CONTRACTS, ETC.</u>  Dates: 1942 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by individual  Recommendation: Retain permanently.
111.	<u>INDEX TO MARGINAL RELEASES AND ASSIGNMENTS</u>  Dates: 1900 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by grantor/grantee  Recommendation: Retain permanently.
112.	<u>JUDGEMENT, NOTICE AND DECREE RECORD AND INDEX (memorandum of judgement)</u>  Dates: 1964 - Volume: 1½ cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by individual  Recommendation: Retain permanently.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
113.	<u>LAND BOOKS</u>  Dates: 1843 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain permanently.
114.	<u>LICENSE BOOKS</u>  Dates: 1862 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by license number  Recommendation: Retain permanently.
115.	<u>LIVESTOCK BRAND BOOK (state publication)</u>  Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by owner  Recommendation: Retain until superseded by new publication and dispose of.
116.	<u>MILITIA ROLL RECORD, RECORD OF VOLUNTEERS (rebellious war), RECORD OF CIVIL WAR BOUNTY</u>  Dates: 1861 - 1865 Volume: 1 cu. ft. Annual Accumulation: Obsolete Arrangement: Chronological by year  Recommendation: Retain permanently.



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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
117.	<u>MISCELLANEOUS RECORDS (deeds, mortgages, etc. - microfilm)</u>  Dates: 1983 only Volume: N/A Annual Accumulation: N/A Arrangement: Numerical by document number  Recommendation: Retain permanently.
118.	<u>MISCELLANEOUS RECORD BOOKS (oaths, bonds, mortgages, deeds, contracts, etc.)</u>  Dates: 1853 - Volume: 18½ cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by document number  Recommendation: Retain permanently.
119.	<u>MISCELLANEOUS RECORD INDEX</u>  Dates: 1937 - Volume: ½ cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by document  Recommendation: Retain permanently.
120.	<u>MONUMENT RECORD AND INDEX</u>  Dates: 1976 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by document number and alphabetical by monument  Recommendation: Retain permanently.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
121.	<u>MORTGAGE RECORD BOOKS</u>  Dates: 1842 - Volume: 70 cu. ft. Annual Accumulation: $\frac{1}{2}$ cu. ft. Arrangement: Numerical by document number  Recommendation: Retain permanently.
122.	<u>NATURALIZATION RECORDS (declarations, petitions, record books, and indexes)</u>  Dates: 1840 - 1930 Volume: 8 cu. ft. Annual Accumulation: Obsolete Arrangement: Chronological by year  Recommendation: Retain permanently.
123.	<u>ORDINANCES (taxing districts)</u>  Dates: 1970 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by district  Recommendation: Retain permanently.
124.	<u>ORGANIZATION AND INCORPORATION PAPERS (villages, etc.)</u>  Dates: 1870 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by village  Recommendation: Retain permanently.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
125.	<u>PLATS, PLAT BOOKS, AND ATLASES</u>  Dates: 1844 - Volume: 114 cu. ft. Annual Accumulation: $\frac{1}{2}$ cu. ft. Arrangement: Alphabetical by area and numerical by section number  Recommendation: Retain permanently.
126.	<u>PRE-EMPTION BOOK--PROCEEDINGS OF COUNTY BOARD OF COMMISSIONERS</u>  Dates: 1836 - 1838 Volume: Negligible Annual Accumulation: Negligible Arrangement: Obsolete by month  Recommendation: Retain permanently.
127.	<u>RECORD OF BURIAL CERTIFICATES (soldiers, sailors, and marines)</u>  Dates: 1918 - 1920 Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by certificate number  Recommendation: Retain permanently.
128.	<u>RECORD OF FARM NAMES</u>  Dates: 1900 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by farm  Recommendation: Retain permanently.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
129.	<u>RECORD OF OFFICIALS BONDS</u>  Dates: 1869 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain permanently.
130.	<u>RECORD OF SERVICES OF ILLINOIS SOLDIERS IN THE BLACK HAWK WAR AND MEXICAN WAR (state publication)</u>  Dates: 1882 - Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological by year  Recommendation: Retain permanently.
131.	<u>REGISTER OF BOND ISSUES AND REFERENDA</u>  Dates: 1918 - Volume: 1½ cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain permanently.
132.	<u>REGISTER OF FARM NAMES</u>  Dates: 1880 - Volume: ½ cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by farm  Recommendation: Retain permanently.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
133.	<u>REGISTERED LAND SURVEYORS (printed publications)</u>  Dates: 1950 only Volume: Negligible Annual Accumulation: Obsolete Arrangement: Alphabetical by survey  Recommendation: Retain until administrative use is complete and dispose of.
134.	<u>REGISTER OF LICENSED PERSONS (nurses, physicians, dentists, accoucheurs, etc. )</u>  Dates: 1877 - Volume: 1½ cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by certificate number  Recommendation: Retain permanently.
135.	<u>REGISTER OF OFFICERS</u>  Dates: 1861 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain permanently.
136.	<u>RELEASE RECORDS</u>  Dates: 1879 - Volume: 24½ cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by document number  Recommendation: Retain permanently.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
137.	<u>ROAD RECORD BOOK</u>  Dates: 1828 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain permanently.
138.	<u>SCHOOL DISTRICT BOUNDARIES, ANNEXATIONS, AND DETACHMENTS</u>  Dates: 1934 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by district number  Recommendation: Retain permanently.
139.	<u>SCHOOL DISTRICT RECORD BOOKS (plats, etc.)</u>  Dates: 1855 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain permanently.
140.	<u>SOLDIERS AND SAILORS DISCHARGE RECORDS</u>  Dates: 1919 - Volume: 3 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain permanently.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
141.	<u>SOLDIERS AND SAILORS DISCHARGE RECORD INDEX</u>  Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by soldier  Recommendation: Retain permanently.
142.	<u>STALLION REGISTER</u>  Dates: 1910 - 1925 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological by year  Recommendation: <del>Accumulation may be disposed of</del> Retain permanently.  Item 142 amended by LRC - 8/7/96
143.	<u>SUPERVISOR'S RECORD, COUNTY BOARD RECORD, MINUTES AND PROCEEDINGS</u>  Dates: 1838 - Volume: 45 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological by month  Recommendation: Retain permanently.
144.	<u>SURVEYOR'S RECORD BOOKS</u>  Dates: 1844 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain permanently.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
145.	<u>SWAMP LAND RECORDS (books and papers)</u>  Dates: 1850 - 1918 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological by year  Recommendation: Retain permanently.
146.	<u>TRACT INDEXES</u>  Dates: None Volume: 12 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by tract number  Recommendation: Retain permanently.
147.	<u>ACKNOWLEDGEMENT OF RECEIPT OF REPORTS BY STATE</u>  Dates: 1971 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain two years and dispose of.
148.	<u>ADMINISTRATIVE FILES (correspondence, copies of reports, memos, blank forms, etc.)</u>  Dates: 1851 - Volume: 21 cu. ft. Annual Accumulation: 3 cu. ft. Arrangement: Alphabetical by subject  Recommendation: Purge files annually of all nonessential materials. Files must be weeded so that records having legal, historical, or administrative value are retained.



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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
149.	<u>ANNUAL REPORT OF JUSTICE OF THE PEACE TO COUNTY COURT (court original)</u>  Dates: 1952 - 1955 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological by year  Recommendation: Accumulation may be disposed of.
150.	<u>ANNUAL REPORT - NATIONAL FLOOD INSURANCE PROGRAM</u>  Dates: 1981 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain seven years and dispose of.
151.	<u>APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND DISPOSAL CERTIFICATES</u>  Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject  Recommendation: Retain permanently.
152.	<u>APPLICATION FOR CERTIFICATE COVERING COMPENSATION AND EXPENSES OF BOARD OF REVIEW IN EXTRAORDINARY SESSION</u>  Dates: 1953 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain three years and dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
153.	<u>APPLICATION FOR LIQUOR LICENSE AND SURETY BONDS, LIQUOR LICENSES AND STUBS</u>  Dates: 1933 ~ Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year, numerical by license number  Recommendation: Retain one year following expiration and dispose of.
154.	<u>APPLICATION FOR RELIEF OF THE BLIND</u>  Dates: 1921 ~ 1950 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological by year  Recommendation: Accumulation may be disposed of.
155.	<u>BINGO LICENSE REGISTER</u>  Dates: 1971 ~ Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by organization  Recommendation: Retain three years after expiration of all licenses and dispose of.
156.	<u>BOARD AGENDA</u>  Dates: 1931 ~ Volume: $\frac{1}{2}$ cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by month  Recommendation: Retain sixty days and dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
157.	<p><u>BRUCELLOSIS ERADICATION CERTIFICATE</u></p> <p>Dates: 1971 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological by year</p> <p>Recommendation: Retain one year following expiration and dispose of.</p>
158.	<p><u>BURIAL PERMITS</u></p> <p>Dates: 1916 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Numerical by permit number</p> <p>Recommendation: Retain three years and dispose of.</p>
159.	<p><u>CERTIFICATES OF APPOINTMENTS, OFFICIALS AND BONDS</u></p> <p>Dates: 1866 -  Volume: 5½ cu. ft.  Annual Accumulation: Negligible  Arrangement: Chronological by year</p> <p>Recommendation: Retain two years following term of office and dispose of.</p>
160.	<p><u>CERTIFICATE OF MORAL CHARACTER</u></p> <p>Dates: 1916 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological by year</p> <p>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
161.	<u>CERTIFICATE OF RECEIPT OF NOTARY PUBLIC COMMISSION CARDS</u>  Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain two years and dispose of.
162.	<u>COMPLIANCE REPORT (federal assistance)</u>  Dates: 1967 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain three years and dispose of.
163.	<u>COMPREHENSIVE PLANS</u>  Dates: 1970 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject  Recommendation: Retain one copy of each permanently.
164.	<u>COUNTY BOARD MINUTES TAPE RECORDINGS</u>  Dates: 1976 - Volume: N/A Annual Accumulation: N/A Arrangement: Chronological by month  Recommendation: May be disposed of after the minutes have been approved. A copy of the minutes must be retained permanently in some form.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
165.	<u>COUNTY COURT RECORDS</u>  Dates: 1830 - 1965 Volume: 11 cu. ft. Annual Accumulation: Obsolete Arrangement: Chronological by year  Recommendation: Retain permanently.
166.	<u>COUNTY JAIL INSPECTION REPORTS</u>  Dates: 1979 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain three years and dispose of.
167.	<u>COUNTY YEARBOOKS</u>  Dates: 1946 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain until administrative use is complete and dispose of.
168.	<u>DOCUMENT NUMBER LIST - REAL ESTATE TRANSFER DECLARATIONS</u>  <div style="display: flex; justify-content: space-between;"> <span>Dates: 1977 -</span> <span>Item 168 amended by LRC - 8/7/96</span> </div> Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by document number  Recommendation: <del>Retain until administrative use is complete and dispose of.</del> Retain for three (3) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
169.	<u>ENVIRONMENTAL IMPACT STATEMENT (U.S. Army Corps of Engineer)</u>  Dates: 1975 - Volume: $\frac{1}{2}$ cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject  Recommendation: Retain one copy of each permanently.
170.	<u>FREEDOM OF INFORMATION REQUESTS (accepted or denied)</u>  <div style="text-align: right;">Item 170 amended by LRC - 8/7/96</div> Dates: 1984 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: <del>Retain for two (2) years from the date of filing, then dispose of.</del> Retain for two (2) years from the date of filing, then dispose of.
171.	<u>GOVERNMENT CENSUS REPORTS</u>  <div style="text-align: right;">Item 171 amended by LRC - 8/7/96</div> Dates: 1972 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: <del>Retain for five (5) years, then dispose of.</del> Retain for five (5) years, then dispose of.
172.	<u>ILLINOIS ANNUAL FARM CENSUS REPORTS</u>  Dates: 1947 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain one copy of each permanently.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
173.	<u>INSPECTIONS</u>  Dates: 1984 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain three years and dispose of.
174.	<u>INSURANCE CLAIMS</u>  Dates: 1983 - Volume: $\frac{1}{2}$ cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain seven years following settlement and dispose of providing no claims or litigation are pending.
175.	<u>INSURANCE COMPANIES</u> <u>CERTIFICATE OF COMPLIANCE</u>  Dates: 1938 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain three years and dispose of.  Title of Item 175 amended by LRC - 8/7/96
176.	<u>INSURANCE POLICIES AND CERTIFICATES</u>  Dates: 1970 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year  Recommendation: Retain seven years following expiration and dispose of providing no claims are pending.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
177.	<p data-bbox="302 415 756 447"><u>INSURANCE PREMIUM STATEMENTS</u></p> <p data-bbox="302 478 868 611">Dates: 1979 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p data-bbox="302 642 1125 674">Recommendation: Retain seven years and dispose of.</p>
178.	<p data-bbox="302 737 578 768"><u>INSURANCE RECORDS</u></p> <p data-bbox="302 800 868 932">Dates: 1970 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p data-bbox="302 963 1372 1029">Recommendation: Retain three years following expiration of policy and dispose of providing no claims are pending.</p>
179.	<p data-bbox="302 1094 1113 1125"><u>JUROR'S CERTIFICATES, JURY VENIRE, LIST OF JUROR'S</u></p> <p data-bbox="302 1157 868 1289">Dates: 1934 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p data-bbox="302 1320 1108 1352">Recommendation: Retain four years and dispose of.</p>
180.	<p data-bbox="302 1419 756 1451"><u>JUSTICE OF THE PEACE RECORDS</u></p> <p data-bbox="302 1482 868 1614">Dates: 1938 - 1963 Volume: 3½ cu. ft. Annual Accumulation: Obsolete Arrangement: Chronological by year</p> <p data-bbox="302 1646 1091 1677">Recommendation: Accumulation may be disposed of.</p>



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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
181.	<p><u>LAWSUITS, COURT ORDERS, PETITIONS, MOTIONS, ETC.</u></p> <p>Dates: 1977 - Item 181 amended by LRC - 8/7/96 Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject</p> <p>Recommendation: Retain three years <del>AAA/AAA/BBB/BB/</del> after settlement of case, then dispose of.</p>
182.	<p><u>LIQUOR LICENSE LOG SHEETS</u></p> <p>Dates: 1981 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by establishment</p> <p>Recommendation: Retain two years following date of last entry and dispose of.</p>
183.	<p><u>LOCAL REGISTRAR'S REPORT TO COUNTY CLERK</u></p> <p>Dates: 1946 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by month</p> <p>Recommendation: Retain ten years and dispose of.</p>
184.	<p><u>MISCELLANEOUS LICENSE APPLICATIONS AND DUPLICATE LICENSES, STUBS (dance hall, road house, etc.)</u></p> <p>Dates: 1925 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain one year after expiration and dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
185.	<p><u>MONTHLY REPORT OF JUSTICE OF THE PEACE OR POLICE MAGISTRATE TO STATE'S ATTORNEY OR COUNTY BOARD</u></p> <p>Dates: 1955 - 1963 Volume: 1½ cu. ft. Annual Accumulation: Obsolete Arrangement: Chronological by month</p> <p>Recommendation: Retain seven years and dispose of.</p>
186.	<p><u>MONTHLY REPORT OF TRANSFER DECLARATIONS</u></p> <p>Dates: 1977 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by month</p> <p>Recommendation: Retain <sup>three</sup><del>yyy</del> years and dispose of.</p> <p>Item 186 amended by LRC - 8/7/96</p>
187.	<p><u>NEWSPAPER PUBLICATIONS AND CERTIFICATIONS</u></p> <p>Dates: 1936 - Volume: 2½ cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain one year and dispose of.</p>
188.	<p><u>NOTARY PUBLIC COMMISSIONS</u></p> <p>Dates: 1978 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain four years and dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
189.	<p data-bbox="280 415 1146 447"><u>OBJECTION TO ASCERTAINMENT OF PREVAILING RATE OF WAGES</u></p> <p data-bbox="280 478 842 609">Dates: 1978 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p data-bbox="280 640 1094 672">Recommendation: Retain three years and dispose of.</p>
190.	<p data-bbox="280 739 1066 770"><u>ORDER EXTENDING SESSION OF COUNTY BOARD OF REVIEW</u></p> <p data-bbox="280 802 842 932">Dates: 1953 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p data-bbox="280 963 1094 995">Recommendation: Retain three years and dispose of.</p>
191.	<p data-bbox="280 1060 794 1092"><u>PERCOLATION TESTS (subdivisions)</u></p> <p data-bbox="280 1123 940 1253">Dates: 1969 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subdivision</p> <p data-bbox="280 1285 1369 1316">Recommendation: Retain until superseded by new test and dispose of.</p>
192.	<p data-bbox="280 1381 1049 1413"><u>PERMIT FOR RESTRICTED LANDING AREA (court order)</u></p> <p data-bbox="280 1444 842 1575">Dates: 1979 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p data-bbox="280 1606 1175 1638">Recommendation: Retain until superseded and dispose of.</p>