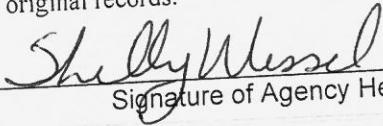
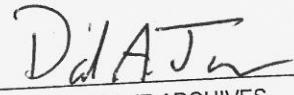


Inquiries and Applications to:

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 Cass | CITY Virginia | ZIP 62691 | LOCAL RECORDS COMMISSION APPROVAL |
| AGENCY Cass County Clerk | | | |
| ADDRESS 100 E Springfield Street POB 167 | | | |
| PHONE 217-452-2277 x 4 | | | |
| 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. | | | CHAIR |
|  Signature of Agency Head | | |  DIAJ DIRECTOR, STATE ARCHIVES |
| 7/25/23 Date | | | November 7, 2023 |
| | | | 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 RETENTION SCHEDULE SUPERSEDES APPLICATION 89:288

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

**APPLICATION FOR AUTHORITY TO
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| | | | |
|--|------------------|--------------|--|
| COUNTY Cass | CITY Virginia | ZIP 62691 | LOCAL RECORDS COMMISSION APPROVAL |
| AGENCY Cass County Clerk | | | |
| ADDRESS 100 E. Springfield St. PO Box 167 | | | |
| PHONE 217-452-2277 | | | CHAIR |
| <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>Shelley Wessel</i> <i>July 25, 2023</i> Signature of Agency Head Date</p> <p><i>County Clerk and Recorder</i></p> | | | |
| | | | <i>David Joens</i> DIRECTOR, STATE ARCHIVES |
| | | | <i>November 7, 2023</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 89:288

CASS COUNTY CLERK

Cass County

Application 23:165

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| Administrative & Miscellaneous Records | 100 – 111 |
| Election Records | 200 – 221 |
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| ITEM NO. | DESCRIPTION OF ITEMS OR RECORDS SERIES |
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| | <u>ADMINISTRATIVE RECORDS</u> |
| 100. | <u>APPLICATIONS FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND LOCAL RECORDS DISPOSAL CERTIFICATES</u> Dates: 1978- Volume: Negligible Annual Accumulation: None Arrangement: Chronological Recommendation: Retain permanently. |
| 101. | <u>ADMINISTRATIVE FILES AND MISCELLANEOUS CORRESPONDENCE, INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORDS SERIES; COPIES, REFERENCE MATERIALS, PUBLICATIONS, ETC.</u> Dates: 2022- Volume: 2 Cubic Feet/600 M.B. Annual Accumulation: 1 Cubic Feet/300 M.B. Arrangement: Chronological and Electronic Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value. |
| 102. | <u>BIDS, SPECIFICATION, AND PROPOSALS</u> Dates: 2013- Volume: 1 Cubic Feet/300 M.B. Annual Accumulation: Negligible Arrangement: Chronological and Electronic 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. |

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| ITEM NO. | DESCRIPTION OF ITEMS OR RECORDS SERIES |
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| 103. | <u>BLUEPRINTS, MAPS, AND DRAWINGS</u> Dates: 1914- Volume: 1 Cubic Feet/300 M.B. Annual Accumulation: Negligible Arrangement: Chronological and Electronic Recommendation: Retain permanently. |
| 104. | <u>CONTRACTS, LEASES AND AGREEMENTS</u> Dates: 2013- Volume: 1 Cubic Feet/300 M.B. Annual Accumulation: Negligible Arrangement: Chronological and Electronic 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. |
| 105. | <u>COUNTY BOARD ORDINANCES AND RESOLUTIONS</u> Dates: 1914- Volume: 1 Cubic Feet/300 M.B. Annual Accumulation: Negligible Arrangement: Chronological and Electronic Recommendation: Retain ordinances permanently. Retain resolutions for sixty (60) days, then dispose of provided they are recorded in the minutes. |

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| 106. | <p><u>FOIA REQUESTS AND DENIALS</u></p> <p>Dates: 2021- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>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.</p> |
| 107. | <p><u>IRAD INVENTORY LIST</u></p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain permanently until superseded.</p> |
| 108. | <p><u>LIQUOR LICENSE AND BONDS</u></p> <p>Dates: 2022- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p> |

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| 109. | <p><u>MINUTES, AGENDA AND BOARD PACKET FOR MEETING HELD UNDER THE OPEN MEETINGS ACT</u></p> <p>Dates: 1887- Volume: 1 Cubic Feet/300 M.B. Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain minutes and agenda for open meetings permanently.</p> <p>Retain packet containing original material referred to in the minutes permanently. If packet contains copies only, retain for one (1) year, then dispose of.</p> <p>Retain minutes for closed meetings in compliance with 5 ILCS 120/2.06 (3c).</p> |
| 110. | <p><u>REAL ESTATE TRANSFER DECLARATION SHEETS</u></p> <p>Dates: 2021- Volume: 75 M.B. Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p> |
| 111. | <p><u>TAX PETITIONS</u></p> <p>Dates: 1914- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain permanently.</p> |

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| ITEM NO. | DESCRIPTION OF ITEMS OR RECORDS SERIES |
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| | <p style="text-align: center;"><u>ELECTION RECORDS</u></p> <p>200. <u>ABSENTEE BALLOTS</u></p> <p>Dates: 2015- Volume: 1 Cubic Feet/300 M.B. Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain records pertaining to federal elections for twenty-two (22) months, then dispose of unless contested. Retain all other records in this series for sixty (60) days, then dispose of unless contested.</p> |
| 201. | <p><u>ABSTRACT OF RETURNS</u></p> <p>Dates: 1984- Volume: 12 Cubic Feet/3600 M.B. Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p> |

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| 202. | <p><u>AFFIDAVIT VOTING REPORT</u></p> <p>Dates: 1990- Volume: 1 Cubic Feet/300 M.B. Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <ul style="list-style-type: none">• Affidavit of Voter• Affidavits of Changed Residence• Affidavit of Challenged Voters• Disabled/Assisted voter affidavits• Military• Provisional Voters <p>Recommendation: Retain records pertaining to federal elections for twenty-two (22) months, then dispose of unless contested. Retain all other records in this series for sixty (60) days, then dispose of unless contested.</p> |
| 203. | <p><u>APPLICATION FOR MAIL-IN BALLOT</u></p> <p>Dates: 2020- Volume: $\frac{1}{2}$ Cubic Feet/150 M.B. Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain records pertaining to federal elections for twenty-two (22) months, then dispose of unless contested. Retain all other records in this series for sixty (60) days, then dispose of unless contested.</p> |

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| 204. | <p><u>APPLICATION FOR TRANSFER OF VOTER REGISTRATION</u></p> <p>Dates: 2016- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p> |
| 205. | <p><u>APPLICATION TO VOTE AND CERTIFICATE OF REGISTERED VOTER</u></p> <p>Dates: 2019- Volume: 5 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p> |
| 206. | <p><u>BALLOT CARD COUNT</u></p> <p>Dates: 1990- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain records pertaining to federal elections for twenty-two (22) months, then dispose of unless contested. Retain all other records in this series for sixty (60) days, then dispose of unless contested.</p> |

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| 207. | <p><u>CANDIDATE FILING PACKETS</u></p> <p>Dates: 2019- Volume: 5 Cubic Feet/1500 M.B. Annual Accumulation: 1 Cubic Feet/300 M.B. Arrangement: Chronological and Electronic</p> <ul style="list-style-type: none">• Loyalty Oaths• Nominating Petitions• Statement of Candidacy• Statement of Economic Interest <p>Recommendation: Retain for three (3) years, then dispose of.</p> |
| 208. | <p><u>CANVAS OF ELECTION RESULTS AND RETURNS</u></p> <p>Dates: 2019- Volume: $\frac{1}{2}$ Cubic Feet/150 M.B. Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p> |
| 209. | <p><u>CERTIFICATES OF ELECTION</u></p> <p>Dates: 1987- Volume: $\frac{1}{2}$ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years after term expires, then dispose of.</p> |
| 210. | <p><u>CERTIFICATES OF SERVICE-JUDGES AND CLERKS OF ELECTION</u></p> <p>Dates: 2019- Volume: $\frac{1}{2}$ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p> |

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NO.**

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211.

ELECTION CORRESPONDENCE AND MISC. WORKING PAPERS

Dates:

2019-

Volume:

5 Cubic Feet/1500 M.B.

Annual Accumulation:

1 Cubic Feet/300 M.B.

Arrangement:

Chronological and Electronic

Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.

212.

LIST OF ABSENTEE VOTERS

Dates:

2019-

Volume:

Negligible

Annual Accumulation:

Negligible

Arrangement:

Chronological and Electronic

Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.

213.

LIST OF CANDIDATES FOR ELECTION JUDGE

Dates:

2019-

Volume:

Negligible

Annual Accumulation:

Negligible

Arrangement:

Chronological and Electronic

Recommendation: Retain records pertaining to federal elections for twenty-two (22) months, then dispose of unless contested. Retain all other records in this series for sixty (60) days, then dispose of unless contested.

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| ITEM NO. | DESCRIPTION OF ITEMS OR RECORDS SERIES |
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| 214. | <p><u>LIST OF APPOINTED AND ELECTED OFFICERS</u></p> <p>Dates: 2019- Volume: 5 Cubic Feet/1500 M.B. Annual Accumulation: 1 Cubic Feet/300 M.B. Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p> |
| 215. | <p><u>LIST OF REGISTERED VOTERS</u></p> <p>Dates: 2019- Volume: 5 Cubic Feet/1500 M.B. Annual Accumulation: 1 Cubic Feet/300 M.B. Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain records pertaining to federal elections for twenty-two (22) months, then dispose of unless contested. Retain all other records in this series for sixty (60) days, then dispose of unless contested.</p> |
| 216. | <p><u>OFFICIALS BONDS AND OATHS</u></p> <p>Dates: 2011- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p> |

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| 217. | <p><u>POLL-WATCHER CREDENTIALS AND REGISTER</u></p> <p>Dates: 2019- Volume: 5 Cubic Feet/1500 M.B. Annual Accumulation: 1 Cubic Feet/300 M.B. Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain records pertaining to federal elections for twenty-two (22) months, then dispose of unless contested. Retain all other records in this series for sixty (60) days, then dispose of unless contested.</p> |
| 218. | <p><u>TALLY SHEETS AND CERTIFICATE OF RESULTS</u></p> <p>Dates: 2019- Volume: 5 Cubic Feet/1500 M.B. Annual Accumulation: 1 Cubic Feet/300 M.B. Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain records pertaining to federal elections for twenty-two (22) months, then dispose of unless contested. Retain all other records in this series for sixty (60) days, then dispose of unless contested.</p> |
| 219. | <p><u>TIME SHEETS OF ELECTION JUDGES</u></p> <p>Dates: 2019- Volume: 5 Cubic Feet/1500 M.B. Annual Accumulation: 1 Cubic Feet/300 M.B. Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain records pertaining to federal elections for twenty-two (22) months, then dispose of unless contested. Retain all other records in this series for sixty (60) days, then dispose of unless contested.</p> |

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| 220. | <p><u>VOTED BALLOTS</u></p> <p>Dates: 2015- Volume: 20 Cubic Feet Annual Accumulation: 20 Cubic Feet Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain records pertaining to federal elections for twenty-two (22) months, then dispose of unless contested. Retain all other records in this series for sixty (60) days, then dispose of unless contested.</p> |
| 221. | <p><u>VOTER REGISTRATION CARDS</u></p> <p>Dates: 2019- Volume: 28 Cubic Feet/6000 M.B. Annual Accumulation: $\frac{1}{2}$ Cubic Feet/150 M.B. Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain for two (2) years after inactivation, then dispose of.</p> |

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FISCAL RECORDS

300.

ANNUAL FINANCIAL REPORT TO STATE COMPTROLLER

Dates: 2016-
Volume: $\frac{1}{2}$ Cubic Feet/150 M.B.
Annual Accumulation: Negligible
Arrangement: Chronological and Electronic

Recommendation: Retain for seven (7) years, then dispose of.

301.

ANNUAL REPORTS FROM COUNTY DEPARTMENTS AND SUBORDINATE GOVERNMENT AGENCIES

Dates: 2016-
Volume: $\frac{1}{2}$ Cubic Feet/150 M.B.
Annual Accumulation: Negligible
Arrangement: Chronological and Electronic

- School Districts
- Sheriff's Department
- Municipal
- Township
- Drainage Districts
- Other/Miscellaneous

Recommendation: Retain for seven (7) years, then dispose of.

302.

AUDITS

Dates: 1934-
Volume: 6 Cubic Feet/300 M.B.
Annual Accumulation: Negligible
Arrangement: Chronological and Electronic

Recommendation: Retain one copy of each audit report permanently. Retain duplicate audits for one (1) year, then dispose of.

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| 303. | <p><u>BUDGET AND BUDGET WORKSHEETS</u></p> <p>Dates: 2016- Volume: $\frac{1}{2}$ Cubic Feet/150 M.B. Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain budgets for seven (7) years, then dispose of. Retain budget worksheets for two (2) years following approval of budget, then dispose of. Copies: retain until usefulness of record is complete, then dispose of.</p> |
| 304. | <p><u>CANCELLED CHECKS, DEPOSITS, PAID BILLS, INVOICES, VOUCHERS, BANK STATEMENTS</u></p> <p>Dates: 2019- Volume: 8 Cubic Feet/2400 M.B. Annual Accumulation: $\frac{1}{2}$ Cubic Feet/150 M.B. Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p> |
| 305. | <p><u>CASH REGISTER RECEIPT TAPES</u></p> <p>Dates: 2019- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p> |
| 306. | <p><u>CLAIMS TO THE COUNTY BOARD</u></p> <p>Dates: 2010- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p> |

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| 307. | <p><u>CLERK'S MONTHLY REPORT OF FEES AND EARNINGS</u></p> <p>Dates: 2020- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p> |
| 308. | <p><u>DAILY BALANCING REPORT AND LEDGERS</u></p> <p>Dates: 2016- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p> |
| 309. | <p><u>MONTHLY AND SEMI-ANNUAL REPORTS</u></p> <p>Dates: 2016- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p> |

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| | <p style="text-align: center;"><u>RECORDED DOCUMENTS</u></p> <p>400. <u>ABSTRACT OF VALUATIONS LEVIES, ANNUAL LEVY CERTIFICATE, TAX RATE AND TAX EXTENSION</u></p> <p>Dates: 2016- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <ul style="list-style-type: none">• Annual Levy Certificate• Tax Levy Records of Local Taxing Authorities• Tax Rates• Tax Extension <p>Recommendation: Retain for seven (7) years, then dispose of.</p> |
| 401. | <p><u>BOND ISSUE RECORD BOOKS</u></p> <p>Dates: 1946- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p> |
| 402. | <p><u>CHATTEL MORTGAGE INDEX BOOK</u></p> <p>Dates: 1953- Volume: Negligible Annual Accumulation: None Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p> |

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403. DEDICATION RECORD BOOK

Dates: 1829-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain permanently.

404. DEED RECORD BOOKS

Dates: 1837-
Volume: 100 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological and Electronic

Recommendation: Retain permanently.

405. ENTRY BOOK

Dates: 1949-
Volume: 8 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological and Electronic

Recommendation: Retain permanently.

406. GRANTOR AND GRANTEE INDEX BOOKS

Dates: 1843-
Volume: 10 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain permanently.

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| 407. | <u>INDEX TO CERTIFICATE OF BUSINESS (ASSUMED NAMES)</u> Dates: 1941- Volume: $\frac{1}{2}$ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently. |
| 408. | <u>INDEX TO FINANCING STATEMENTS</u> Dates: 1962- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently. |
| 409. | <u>INDEX TO PLATS</u> Dates: 1974- Volume: $\frac{1}{4}$ Cubic Feet/75 M.B. Annual Accumulation: Negligible Arrangement: Chronological and Electronic Recommendation: Retain permanently. |
| 410. | <u>INDEX TO SOLDIERS AND SAILORS DISCHARGE BOOKS</u> Dates: 1864- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Electronic Recommendation: Retain permanently. |

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**ITEM
NO.**

DESCRIPTION OF ITEMS OR RECORDS SERIES

411. INDEX TO TOWN LOTS

Dates: 1932-
Volume: 4 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Numerical by lot number

Recommendation: Retain permanently.

412. JUDGEMENT NOTICE AND DECREES INDEX/INDEX TO LIENS

Dates: 1964-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological and Electronic

Recommendation: Retain permanently.

413. LEGAL PAPERS

Dates: 1970-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological and Electronic

- Quit Claim Deeds
- Warranty Deeds
- Transcripts
- School Commission

Recommendation: Retain permanently.

414. LIS PENDENS NOTICE

Dates: 1984-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological and Electronic

Recommendation: Retain for five (5) years, then dispose of.

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| ITEM NO. | DESCRIPTION OF ITEMS OR RECORDS SERIES |
|---------------------|---|
| 415. | <p><u>MECHANICS' LIENS</u></p> <p>Dates: 1941- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>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. Retain No Settlement or Release Documents for fifteen (15) years, then dispose of.</p> |
| 416. | <p><u>MONUMENT RECORD BOOK</u></p> <p>Dates: 1976- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain permanently.</p> |
| 417. | <p><u>PLATS</u></p> <p>Dates: 1974- Volume: 4 Cubic Feet/1200 M.B. Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain permanently.</p> |
| 418. | <p><u>RECORD OF SCHOOL OFFICIALS</u></p> <p>Dates: 1895-1910 Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain permanently.</p> |

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| ITEM NO. | DESCRIPTION OF ITEMS OR RECORDS SERIES |
|---------------------|--|
| 419. | <p><u>REGISTER OF FARM NAMES</u></p> <p>Dates: 1915- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain permanently.</p> |
| 420. | <p><u>TOWNSHIP PLAT BOOKS</u></p> <p>Dates: 1866- Volume: 2 Cubic Feet/600 M.B. Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain permanently.</p> |
| 421. | <p><u>TRACT INDEX TO LAND AND LOTS</u></p> <p>Dates: 1823- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain permanently.</p> |
| 422. | <p><u>TRANSCRIPT RECORD BOOK</u></p> <p>Dates: 1827- Volume: 2 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 |
|-------------|--|
| | <u>TAX SALE RECORDS</u> |
| 500. | <p><u>AFFIDAVIT FOR TAX DEED</u></p> <p>Dates: 1885- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain permanently.</p> |
| 501. | <p><u>TAKE NOTICE</u></p> <p>Dates: 2021- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p> |
| 502. | <p><u>TAX JUDGEMENT, SALE, REDEMPTION, FORFEITURE BOOKS</u></p> <p>Dates: 1860- Volume: 8 Cubic Feet/1200 M.B. Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain permanently.</p> |
| 503. | <p><u>TAX SALE CERTIFICATE OF PURCHASE</u></p> <p>Dates: 2016- Volume: 1 Cubic Feet/300 M.B. Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p> |

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**ITEM
NO.**

DESCRIPTION OF ITEMS OR RECORDS SERIES

VITAL RECORDS

600. APPLICATION FOR MARRIAGE LICENSE

Dates: 1880-
Volume: 5 Cubic Feet/600 M.B.
Annual Accumulation: Negligible
Arrangement: Chronological and Electronic

Recommendation: Retain permanently.

601. APPLICATION FOR MARRIAGE LICENSE INDEX BOOK

Dates: 1938-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological and Electronic

Recommendation: Retain permanently.

602. BIRTH CERTIFICATES

Dates: 1860-
Volume: 30 Cubic Feet/3600 M.B.
Annual Accumulation: Negligible
Arrangement: Chronological and Electronic

Recommendation: Retain permanently.

603. DEATH CERTIFICATES

Dates: 1929-
Volume: 1 Cubic Feet/300 M.B.
Annual Accumulation: Negligible
Arrangement: Chronological and Electronic

Recommendation: Retain permanently.

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| ITEM NO. | DESCRIPTION OF ITEMS OR RECORDS SERIES |
|---------------------|---|
| 604. | <p><u>DEATH REGISTER BOOKS</u></p> <p>Dates: 1878- Volume: 15 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p> |
| 605. | <p><u>INDEX TO MARRIAGES, BIRTHS, DEATHS</u></p> <p>Dates: 1882- Volume: 2 Cubic Feet/300 M.B. Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain permanently.</p> |
| 606. | <p><u>MARRIAGE LICENSES</u></p> <p>Dates: 1837- Volume: 30 Cubic Feet/3600 M.B. Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain permanently.</p> |
| 607. | <p><u>MARRIAGE REGISTER BOOK</u></p> <p>Dates: 1882- Volume: 4 Cubic Feet/600 M.B. Annual Accumulation: Negligible Arrangement: Chronological and Electronic</p> <p>Recommendation: Retain permanently.</p> |