

# -Sample-

## RECORDS DISPOSAL CERTIFICATE

APPLICATION NO. 91:284

COUNTY: LAKE

AGENCY: XYZ TOWNSHIP

STREET ADDRESS: 1234 MAIN ST. PO BOX 283

CITY & ZIP CODE: BARRINGTON 60010

TELEPHONE: (815)555-1212

CONTACT PERSON: JANE SMITH

MAIL TO: **Local Records Commission**  
**Margaret Cross Norton Bldg.**  
**Capital Complex**  
**Springfield, Illinois 62756**  
**(217) 782-7075**

### Directions:

1. Fill in all blanks and columns using your Application For Authority to Dispose of Local Records as a guideline.
2. Sign and send the Disposal Certificate to the address above sixty (60) days prior to the disposal date.
3. Retain records and a copy of this Disposal Certificate until the disposal certificate is approved and a copy is returned.

**Note: Please Retain the approved copy of this Disposal Certificate permanently, with your Application for Authority to Dispose of Local Records.**

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
103.	Bids, Specs., and Proposals (Unsuccessful)	1999-2000	Neg.
103.	Bids, Specs., and Proposals (Successful)	1966-1986	Neg.
111.	Gas Tickets	1975-2000	Neg.

Please list each record series in numeric order by the item number from your application for each series. Also, please enter the titles for each record series as listed on your application.

Do not list any record series on this Disposal Certificate which have not been approved for disposal by the Local Records Commission. If you have records to dispose of which are not listed on your Application then please call our office and request that a field representative add the items to your Application. In some instances it may be necessary to do a new inventory

Computing Cubic Feet:  
 1 Full Letter Size Drawer = 1.5 Cu. Ft.  
 1 Full Legal Size Drawer = 2.0 Cu. Ft.  
 1 Full Lateral File Size Drawer or Banker Box = 2.5 Cu. Ft.

If you just have a few files folders (less than .25 Cu. Ft. then enter "Negligible" as the cubic feet to be disposed of  
 A box about the size, copy paper is received in generally holds approximately 1 Cu. Ft.

**For assistance in computing the retention period see the attached chart.**  
**If you need additional assistance please call the Local Records Unit (217)782-7075**  
 If you would like a copy of a blank Disposal Certificate to use as template in Microsoft Word 97 please send an email to [scowles@ilsos.net](mailto:scowles@ilsos.net) and request a blank disposal certificate.

**Comment [G1]:** Type in the item no. from the application that corresponds to the records series, for instance item 5 (item #'s are listed in the left side of the form) are Claims for Reimbursement. For the Record Series title please use the title as listed on the application (i.e. Claims for Reimbursement).

If any of the above records are **filmed**, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the

Local Records Commission. If records are **digitized**, I certify that the original is reproduced accurately and legibly in all details in a medium that does not permit additions, deletions, or changes to the images.

X

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

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after the following date:

**November 1, 2006**

**This date should be 60 days after the date of signature**

*Jane Doe*

SIGNATURE

Jane Does, Township Supervisor

**September 1, 2006**

ENTER CURRENT DATE HERE

Please print name and title on the line above

**Comment [G2]:** Type in the date you wish to dispose of these records. Disposal Certificates are to be submitted 60 days before you intend to dispose of the records. One of the reasons for the delay, is that the IL Regional Depository System (IRAD) reviews the disposals to see if there are any historical records they may be interested in placing in one of our regional depositories located at several of the state university libraries.