

STATE OF ILLINOIS RECORDS DISPOSAL CERTIFICATE

APPLICATION FOR AUTHORITY TO DISPOSE
OF STATE RECORDS # 83-5

To:
Office of the Secretary of State
State Records Commission
Illinois State Archives
Springfield, Illinois 62756

From:
Office of the Secretary of State
Agency
Archives/Records Management
Division, Bureau, Section

ITEM NUMBER FROM APPLICATION	TITLE OF RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DESTROYED
1	Auto Usage Reports	1990-1991	2
2	Statistical Reports	1989-1991	1
3	Attendance	1987-1991	1
4	Inactive Personnel Files	1988-1991	1

DIRECTIONS

1. Prepare one original and two carbons. Send the original and one carbon to the State Records Commission thirty (30) days prior to the disposal date. Retain one carbon for your file.
2. Do not dispose of materials until one copy is returned to your agency signed by the Chairman of the State Records Commission, in compliance with Section 4400.40(b) of the rules of the State Records Commission.

I hereby certify that in compliance with the above referenced application, # 83-5 received from the State Records Commission, the records listed above will be disposed of on or after Feb. 8, 2000.

Mark W. Sorensen

Signature

2/8/00

Date

Mark W. Sorensen, Assistant Director

Title

APPROVED:

John Daly

Chairman, State Records Commission
Director, Illinois State Archives

2/8/00

Date