

IN THE MATTER OF THE APPLICATION)
OF THE CIRCUIT COURT CLERK TO)
DESTROY CERTAIN COURT)
RECORDS)

ADMINISTRATIVE ORDER
NO. 18-08

FILED
APR 4 PM 12:18
CLERK OF THE
18th JUDICIAL CIRCUIT
OF ILLINOIS

This cause having come on to be heard on motion of the Circuit Court Clerk of the Eighteenth Judicial Circuit, and the Court being fully advised in the premises and having jurisdiction of the subject matter;

The Court Finds:

1. That Chris Kachiroubas, Clerk of the Eighteenth Judicial Court has filed with the Director of the Administrative Offices of the Illinois Court a **Notice of Intention** to destroy court records after the effective date of this order.
2. That the Clerk has certified to the Director that the listed (see attached) records are not needed in the transaction of current business and are not of sufficient legal, administrative or fiscal value to warrant further preservation or retention.
3. That the said Clerk, Chris Kachiroubas, has received authorization from the Director of Administrative Offices of the Illinois Courts, dated March 16, 2018 to destroy the said records on the Notice of Intention dated February 6, 2018.

IT IS HEREBY ORDERED:

That Chris Kachiroubas, Clerk of the Eighteenth Judicial Circuit Court is hereby authorized pursuant to the Order of the Administrative Office of the Illinois Courts dated March 16, 2018, to destroy records which are presently in his care and custody. Notice of the order to destroy records is hereby acknowledged by the Circuit Court.

ENTER: *Daniel P. Guerin*
Daniel P. Guerin
Chief Judge

Dated: 4/4/18
Wheaton, Il 60187

DISPOSITION OF NOTICE OF INTENTION TO DESTROY
COURT RECORDS

TO: Hon. Chris Kachiroubas
DuPage County Circuit Clerk
P.O. Box 707
Wheaton, IL 60187-0707

RE: Disposal of Records of the Circuit Court of DuPage County

Attached is a copy of the NOTICE OF INTENT TO DESTROY COURT RECORDS certified by you, February 6, 2018. The appropriate action for you to take is circled below.

- ① You are hereby authorized to destroy* those records as described under Item(s) No. 1 through 3.
2. Those records described under Item(s) No. _____ are NOT authorized for destruction and must be retained.
3. Those records described under Item(s) No. _____ are authorized for release to the Local Records Commission to be transported to the State Archives or other storage location.
4. Those records described under Item(s) No. _____ are to be retained and microfilmed, after which you may submit a new Notice of Intent to Destroy Records.
- ⑤ Upon completion of any authorized disposal, you MUST complete a RECORDS DISPOSAL CERTIFICATE to be filed with the Administrative Office of the Illinois Courts.

Dated: March 16, 2018

Marcia M. Meis, Director
Administrative Office of the Illinois Courts

BY: _____


Amy Patterson
Court Services Division

*These records may be burned where permitted; shredded and given away or sold for recycling; or disposed of as waste paper.

MAIL TO: Administrative Office of the Illinois Courts
 Court Services Division / Records Retention
 3101 Old Jacksonville Road
 Springfield, IL 62704

CircuitClerkRecordsDestruction@illinoiscourts.gov

NOTICE OF INTENT TO DESTROY OR OTHERWISE DISPOSE OF RECORDS

Judicial Circuit: <u>18th</u>	County: <u>DuPage</u>	Page: <u>1</u> of <u>1</u> pages
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I hereby certify that the records described in the following schedule of items to be destroyed are not needed in the transaction of current business and are not sufficient administrative, legal or fiscal value to warrant further preservation or retention in their original form.



 CLERK OF THE CIRCUIT COURT

2-6-2018

 DATE

ITEM NUMBER	SCHEDULE OF ITEMS TO BE DESTROYED 1. Describe item or record to be destroyed. 2. Show earliest date (FROM) and latest date (TO) 3. Show required or recommended retention period 4. a) Indicate (X) if record has been microfilmed; if so b) Complete certification at bottom of page	FROM	TO	RETENTION PERIOD	MICRO-FILMED
1	Traffic Violations 2014 and 2015	01/01/2014	12/31/2015	2 yrs	no
2	Ordinance Violations 2014 and 2015	01/01/2014	12/31/2015	2 yrs	no
3	Conservation Violations 2014 and 2015	01/01/2014	12/31/2015	2 yrs	no

after filing provided case has been disposed and all terms of sentence have been satisfied
 dep

RECEIVED
 FEB 20 2018
 LOC. REC. COMM

I hereby certify that, to the best of my knowledge and belief, the microfilm copies of the items checked have been prepared in accordance with the standards of the State Records Commission and will be adequate substitutes for the original records, I further certify that one microfilm copy is retained in my office and the microfilm negative has been deposited in the Illinois State Archives.

_____	_____
CLERK OF THE CIRCUIT COURT	DATE

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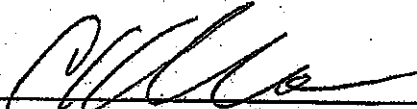
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Court Services Division / Records Retention
3101 Old Jacksonville Road
Springfield, IL 62704

CircuitClerkRecordsDestruction@illinoiscourts.gov

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Judicial Circuit: 18th County: DuPage Page: 1 of 1 pages

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1	Financial - Balancing Dist. of Fee Account Cash Register Total Civil JOF Reports Earned Bond Reports Payout Reports Police Bank Deposits Regular Deposits Tickets Associate Trust Deposits Tickets Out of County Bonds Outgoing Criminal Traffic Deposits RECEIVED FEB 20 2018 LOC. REC. COMM	01/01/2014	12/31/2015	1 yrs	no

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				PERIOD	FILMED
1	Financial - General Credit Card Receipts Field Court Cash Reg Receipts Fee Account Reconcillations Account Ledgers Check Register Associate Trust Acct Check Register Child Support Maintenance Fee/ Reconciliation Police Bank Recon Statements Police Bank Canceled Checks Bond Account Associate Trust Reconciliation Associate Trust Manual Checks Criminal Traffic Cancellation Checks Payroll Reconciliation Report Unclaimed Property	01/01/2010	12/31/2012	5 yrs	no

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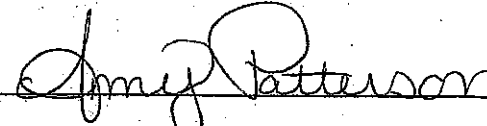
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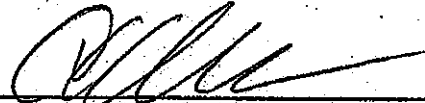
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				PERIOD	FILMED
1	Application for Employment	01/01/2013	12/31/2015	2 yrs	no
2	Terminated Employee Personnel File	01/01/2009	12/31/2012	5 yrs	no

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