

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 03:002C

TO: Local Records Commission
Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

COUNTY: COOK

FROM: MWRDGC-Treasury
Agency Division

ADDRESS: 100 East Erie Street
Street, P.O. Box
Chicago, IL 60611
City, ZIP Code

TELEPHONE: (312) 751-6500

CONTACT:

Directions:

1. Fill in all blanks and columns.
2. Sign and send certificate to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
600	Administrative Files and General & Administrative Correspondence	2010-2012	NEG
601	Bond Records cancelled or due	2009-2011	NEG
602	Daily Cash Receipts	2009-2011	NEG
603	Daily Computer Input Forms	2011-2013	NEG
604	Employee Expense Records	2004-2006	NEG
605	Insurance Deduction Records	2004-2006	NEG
606	Investment Inventory Records matured	2004-2006	NEG
607	State and Federal Tax Reports W-4's superseded or terminated	2011-2013	NEG
	Other	2004-2006	NEG
608	Tax Anticipation Warrants	2004-2006	NEG

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12/31/2013

Signature

Date

Jacqueline Torres, Director of Finance/Clerk

Print Name and Title on line above

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Springfield, IL 62756
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FROM: MWRDGC-General Administration
Agency Division

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	EXECUTIVE DIRECTOR		
900	Administrative Files and General and Administrative Correspondence	2010-2012	NEG
901	Administrative Files and General and Administrative Correspondence	2010-2012	NEG
902	Building Maintenance Records routine	2009-2011	NEG
	Capital Improvement	2001-2003	NEG
903	Equipment Maintenance Records disposed equipment	2011-2013	NEG
	AFFIRMATIVE ACTION		
700	Administrative Files & General & Administrative Correspondence	2010-2012	NEG
701	Administrative Files & General & Administrative Correspondence	2010-2012	NEG
702	Affirmative Action Certified Payrolls project completed	2006-2008	NEG
703	Contract Documentation completed terms	2001-2003	NEG
	Copies completed terms	2006-2008	NEG

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	BUDGET AND MANAGEMENT RECORDS		
800	Administration Correspondence Files	2010-2012	1
801	Budgets	2004-2006	1
802	Budget Work Papers	2009-2011	1
	PUBLIC AFFAIRS		
1000	Administrative Files and General and Administrative Correspondence	2010-2012	NEG
1001	Annual Reports District	2004-2006	NEG
1004	Freedom of Information Act Requests and Denials	2009-2011	NEG
1005	News Clippings	2010-2012	NEG
1008	Video, Movies Informational Presentations use complete	2011-2013	NEG

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	FLEET		
408	Equipment Records	1979-2011	8.8
501	Automobile Repair Records	1977-2011	6.24
1103	Accident Report Files	1980-2006	1.04

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	POLICE HEADQUARTERS RECORDS		
1200	Administrative Files and Administrative and General Correspondence	2010-2012	NEG
1201	Buildings Entry Register (Sign In Sheets)	2009-2011	1
1202	Car Check Report	2009-2011	1
1203	Court Appearance Form	2009-2011	1
1204	Daily Police Assignment Sheets	2009-2011	1
1205	Field Contact Cards	2009-2011	1
1206	Gate Records for District Employees	2009-2011	NEG
1207	Gate Records for Visitors and Trucks	2009-2011	1
1208	Juvenile Release Forms	2009-2011	1
1209	Material Pass (in and out of plants)	2010-2012	1
1210	Motor Vehicle Incident Report	2004-2006	1
1211	Offense/Incident Reports (except felonies)	1992-2006	1
1212	Police Officer's Daily Activity Log	2009-2011	1
1213	Police Radio Log	2001-2003	1
1214	Police Telephone Log	2009-2011	NEG
1215	Report Control Log	2004-2006	1
1216	Police Check Records-Employees	2006-2008	1

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	POLICE HEADQUARTERS RECORDS		
1217	Security Vehicle Inspection Reports daily checklist	2009-2011	NEG
1218	Traffic Accident Report	2004-2006	1
1219	Traffic Violation Notices	2010-2012	NEG
1220	Vehicle Mileage & Expense Report	2009-2011	1
1221	Watch Commander's Inventory	2009-2011	1

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	Research and Development Executive Section		
1900	Consultant Agreements	2001-2003	3
1901	Contracts, Agreements and Leases	2001-2003	3
	Industrial Waste Enforcement		
2000	Administrative files and general and administrative correspondence	2010-2012	NEG
2001	Company files copies only	2001-2003	108
2002	Industrial Waste generation and disposal reports (manifest files)	2006-2008	NEG
	Industrial Waste Division Surveillance		
2100	Surveillance Files	2008-2010	5
	(Industrial Waste Division Enforcement)		
	Industrial Waste Division User Charge		
2200	Rate Determination Letters	2006-2008	NEG
2201	User Charge Customer Files	2001-2003	75.6

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	Industrial Waste Division Analytical Laboratory		
2300	Cyanide and phenol charts	2006-2008	NEG
2301	Industrial Waste analytical data files	2009-2011	48
2302	Industrial Waste biochemical oxygen demand work sheets files	2006-2008	6
2303	Interrogatories	2006-2008	NEG
2304	Lab bench books	2006-2008	3
2305	PH tags general chemistry	2008-2010	NEG
2306	Quality assurance/control data	2005-2007	NEG
2307	Quality assurance/control industrial waste spike program data	2006-2008	NEG
2308	Sample receipts	2006-2008	9

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TELEPHONE: (708) 588.4176

CONTACT: Kathleen Quinlan

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	Environmental Monitoring and Research Administration		
2400	Administrative files and general administrative correspondence	2004-2012	NEG
2402	Laboratory log (sample receipts)	2006-2008	NEG
2403	Progress reports	2009-2011	NEG
2404	Purchase requisitions	2009-2011	8
	Environmental Monitoring and Research Division		
	Biology, Virology, Toxicology		
2500	Lab test results	2006-2008	9.25
2501	Quality Control logs	2008-2010	NEG

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	ENVIRONMENTAL MONITORING & RESEARCH FISHERIES		
2600	Bacterial Lab Data Cards	2006-2008	NEG
2601	Fish Scale Samples	2001-2003	NEG
2602	Fisheries Database	2006-2008	NEG
2603	Groundwater, River, Beach Analytical Base	2006-2008	NEG
2604	Lab Data Logs	2006-2008	NEG
2605	Special Investigation Reports	2006-2008	NEG
2606	Water Quality Data Files	2006-2008	NEG
	ENVIRONMENTAL MONITORING & RESEARCH AQUATIC BIOLOGY		
2700	Analytical Data Files	2006-2008	NEG

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	ENVIRONMENTAL MONITORING & RESEARCH ANALYTICAL MICROBIOLOGY		
2800	Administrative files and administrative and general correspondence	2010-2012	14.0
2801	Analytical raw data district operations monitoring	2006-2008	6.0
2802	Analytical raw data environmental monitoring studies	2006-2008	1.5
2803	Class A sludge certification files	2006-2008	NEG
2804	Drinking water, waste water and special analyses log books	2006-2008	3.0
2805	Quality control files	2006-2008	1.5

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	ENVIRONMENTAL MONITORING & RESEARCH WASTE WATER TREATMENT RESEARCH		
2900	Air Sample Reports	2006-2008	NEG
2901	Groundwater Analysis Raw Data	2006-2008	NEG
2902	Groundwater, River and Analytical Raw Data	2006-2008	NEG
2903	Lab Notebooks	2006-2008	NEG
2904	Lab Test Results	2006-2008	NEG
2905	Odor Investigation Reports/Complaints	2006-2008	NEG
2906	Sludge Quality Control Data	2006-2008	NEG
2907	Special Studies data summarized in final report of research project	2008-2010	NEG
	ENVIRONMENTAL MONITORING & RESEARCH SEDIMENT & WATER QUALITY		
3000	Sediment Quality Data Files	2006-2008	NEG
3001	Water Quality Data Files	2006-2008	NEG

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	ENVIRONMENTAL MONITORING & RESEARCH LAND RECLAMATION & SOIL SCIENCE		
3100	Administrative Files and General and Administrative Correspondence	2010-2012	NEG
3102	Plant Analyses Raw Data	2006-2008	NEG
3103	Run Off Retention Basins Raw Data	2006-2008	NEG
3104	Sewage Sludge Analyses	2006-2008	NEG
3105	Soil Sampling Raw data summarized in R&D Final Report of Research Projects	2006-2008	NEG
3106	Streams and Surface Waters Raw Data summarized in monthly report to IEPA summary data retained permanently electronically	2006-2008	NEG

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	ENVIRONMENTAL MONITORING & RESEARCH EXPERIMENTAL DESIGN & EVALUATION		
3201	Industrial Users Pretreatment Program Raw Data	2006-2008	NEG
3202	Industrial Raw Data from Radiology Projects	2006-2008	NEG
3203	Log Books	2006-2008	NEG
3206	Radioactive Material Handling License expired	2003-2005	NEG
3207	Radiology Raw Data	2008-2010	NEG
3208	US EPA Inter Comparison Studies Program	2006-2008	NEG
3209	Water Quality Raw Data	2001-2003	NEG

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	ENVIRONMENTAL MONITORING & RESEARCH TOXIC SUBSTANCES		
3300	Analytical Raw Data	2006-2008	NEG
3301	Instrument Service and Repair Files annual manufacturer test	2006-2008	NEG
3302	Quality Assurance/Quality Control Files	2006-2008	NEG
3303	Sample Custody Log	2008-2010	NEG
3304	Sample Logs	2006-2008	NEG
3305	Sample Process Log	2006-2008	NEG
3306	Sample Tracking System	2008-2010	NEG

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12-31-2013

Signature

Date

Jacqueline Torres, Director of Finance/Clerk

Print Name and Title on line above

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

Prepared by: _____

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 03:002C

TO: Local Records Commission
Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

COUNTY: COOK

FROM: MWRDGC-Procurement & Materials Management
Agency Division

ADDRESS: 100 East Erie Street
Street, P.O. Box
Chicago, IL 60611
City, ZIP Code

TELEPHONE: (312) 751-6659

CONTACT: _____

Directions:

1. Fill in all blanks and columns.
2. Sign and send certificate to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
500	Administrative Files and General & Administrative Correspondence	2010-2012	NEG
501	Automobile Repair Files	2009-2011	NEG
502	Budget Working Papers	2009-2011	NEG
503	Contracts completed terms	2001-2003	NEG
	Copies completed terms	2006-2008	NEG
504	History Cards updated	2011-2013	NEG
505	Material Issue Requests	2009-2011	NEG
506	Monthly Inventory Activity Reports	2009-2011	NEG
507	Purchase Orders	2009-2010	48
508	PO Log	2009-2011	NEG
509	Requisition Log	2009-2011	NEG

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12-31-13

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Prepared by : _____

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 03:002C

TO: Local Records Commission
Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

COUNTY: COOK

FROM: MWRDGC-Human Resources
Agency Division

ADDRESS: 100 East Erie Street
Street, P.O. Box
Chicago, IL 60611
City, ZIP Code

TELEPHONE: (312) 751-6500

CONTACT:

Directions:

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APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
	ADMINISTRATION		
1300	Administrative Correspondence and residency files	2010-2012	1
1301	Employment Applications and support documents	2009-2011	2
1302	Bid Records Training successful	2001-2003	NEG
	Unsuccessful	2008-2010	NEG
	Departmental copies process complete	2011-2013	NEG
1305	Criminal History Files employees terminated or not hired	2006-2008	NEG
1306	Family Medical Leave Act requests	1993-2008	NEG
1308	Medical Files not hired	2010-2012	NEG
	Terminated Employees	2006-2008	NEG
1309	Employment History Cards terminated 60 yrs or 78 th b-day	2011-2013	NEG
1310	Personnel Action Forms (Transaction Reports)	2006-2008	2
1311	Personnel Files terminated work and salary 60 yrs or 78 th b-day	2006-2008	NEG

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APPLICATION #: 03:002C

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Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

COUNTY: COOK

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Agency Division

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APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
	COMPENSATION & BENEFITS		
1401	Group Membership Insurance Records	2006-2008	2
1402	Health Plans-Billing backup	1990-2003	2
1403	Administrative Correspondence (Comp & Benefits)	2010-2012	1
1404	Job Classification Files superseded	2006-2008	NEG
1406	Group Insurance Records	2006-2008	4
1408	Life Insurance Claims 7 yrs after payment	2004-2006	NEG
1409	State and Federal Tax Reports W-4's superseded or terminated	2011-2013	NEG
	Other	2004-2006	NEG

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Margaret Cross Norton Building
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217-782-7075

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Agency Division

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APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
	EXAMINATIONS		
1501	Administrative Correspondence (Examinations)	2010-2012	1
1502	Applications for Employment and Support Documents	2009-2012	NEG
1503	Solicited Applications (not placed on Eligible List)	1990-2010	1
1504	Down Lists	2008-2010	14
1505	Examination Cassette Tapes	2008-2010	3
1506	Exam Master Files and Candidate Papers	2008-2010	6
	LABOR RELATIONS		
1601	Administrative Correspondence (L&ER)	2010-2012	1
1602	Charitable Combined Donations Files	2004-2006	3
1607	Random Drug Test Files terminated employees	2006-2008	NEG
1608	Unemployment Claim Vouchers copies	2008-2010	NEG
1609	Union Dues Fair Share Files	2008-2010	2
1610	Union Dues and Fair Share Authorization Cards superseded or terminated	2010-2012	NEG
1611	Union Notification bi-weekly	2010-2012	2

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Margaret Cross Norton Building
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217-782-7075

COUNTY: COOK

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Agency Division

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TELEPHONE: (312) 751-6500

CONTACT: Clerk/Director of Finance

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APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
	TRAINING AND EEO		
1700	Affirmative Action Reports	1991-1993	NEG
1701	EEO Recommendations	2006-2008	NEG
1702	Employees Complaint Files settled	2006-2008	NEG
1703	FMLA Files copies	2008-2010	NEG
1704	Requesting Files	2010-2012	NEG
1705	Training RFP's	2010-2012	NEG
1706	Tuition Reimbursement Seminar and Conference Files	2008-2010	NEG

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TO: Local Records Commission
Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

COUNTY: COOK

FROM: MWRDGC-Human Resources
Agency Division

ADDRESS: 100 East Erie Street
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TELEPHONE: (312) 751-6500

CONTACT: _____

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APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
	SAFETY HEADQUARTERS		
1100	Accident Reports of Non District Personnel	2004-2006	NEG
1101	Acknowledgement of Safety Rules	2009-2011	NEG
1102	Administrative Files and General and Administrative Correspondence	2010-2012	NEG
1103	Accident Report Files	2004-2006	NEG
1105	Construction Contracts completed terms	2001-2003	NEG
1106	Escape Pack Use Reports	2004-2006	NEG
1107	Fire Reports	2004-2006	NEG
1108	Job Safety Checklists	2009-2011	NEG
1109	MSD Sheets product no longer used or stored	2001-2003	NEG
1110	Medical Records and Test Results Employees terminated	2006-2008	NEG
1111	Monthly First Aid Activity Statistical Reports	2009-2011	NEG
1112	Safety Equipment Deficiency List	2009-2011	NEG
1113	Safety Equipment Checklist	2009-2011	NEG
1114	Safety Training Records employees classes no names	2009-2011	NEG
1115	Safety Training summary/Evaluation Questionnaire	2011-2012	NEG
1116	Sewer Inspection Truck Checklist, Gas Log	2001-2003	NEG

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APPLICATION#: 03:002C

COUNTY: COOK

TELEPHONE: (312) 751-6500

CONTACT:

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RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 03:002C

TO: Local Records Commission
Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

COUNTY: COOK

FROM: MWRDGC-Information Technology
Agency Division

ADDRESS: 100 East Erie Street
Street, P.O. Box

Chicago, IL 60611
City, ZIP Code

TELEPHONE: (312) 751-6500

CONTACT:

Directions:

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APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
1800	Administrative Files and General & Administrative Correspondence	2010-2012	NEG

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APPLICATION #: 03:002C

TO: Local Records Commission
Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

COUNTY: COOK

FROM: MWRDGC-Law
Agency Division

ADDRESS: 100 East Erie Street
Street, P.O. Box

Chicago, IL 60611
City, ZIP Code

TELEPHONE: (312) 751-6500

CONTACT: Clerk/Director of Finance

Directions:

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APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
300	Claims, Worker's Comp, Accident, Property Damage, Settled	2004-2006	10
301	Legal Files, Lawsuits, Closed cases	2008-2010	58
304	General and Administrative Correspondence	2010-2012	10

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APPLICATION #: 03:002C

TO: Local Records Commission
Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

COUNTY: COOK

FROM: MWRDGC- Finance
Agency Division

ADDRESS: 100 East Erie Street
Street, P.O. Box
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TELEPHONE: (312) 751-6500

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200	Accrued Expense Report	2005-2006	NEG
201	Annual Budget	2005-2006	NEG
202	Appropriation Ledger Report	1969	NEG
203	Basic Four Fixed Assets System	2012-2013	NEG
205	Budget Trial Balance	2010-2011	NEG
206	Budget Work Sheets	2010-2011	NEG
207	Cancelled Checks, Bank Statements, and Deposit slips	2005-2006	NEG
208	Cash Disbursement Listings-Monthly	2010-2011	NEG
209	Certified Payroll Registers	2005-2006	NEG
210	Clerk's Receipt and Disbursement Report	2005-2006	NEG
211	Clerk's Revolving Fund Records, Invoices, Vouchers, Checks	2005-2006	NEG
212	Closed Orders Report	2010-2011	NEG
213	Contracts Completed	2002-2003	NEG
214	Contract Status Ledger	2005-2006	NEG
215	Cost Analysis Report-Annual	2005-2006	NEG
216	Daily Timesheets	2005-2011	492.20
217	Employee Expense Registers and Invoices	2005-2006	2.4
218	Engineering Project Cost Distribution	1969	NEG

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TO: Local Records Commission
Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

COUNTY: COOK

FROM: MWRDGC- Finance
Agency Division

ADDRESS: 100 East Erie Street
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APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
219	Finance Correspondence File	2011-2012	NEG
220	Fixed Asset System Report	2005-2006	NEG
221	Grants Report monthly award activity summary	2010	NEG
222	Internal Audit Documents (Work Papers)	2010-2011	NEG
223	Journal Entries and Working Ledger Sheets	1976	NEG
224	Minutes Copies	2011-2012	NEG
226	Open Order Report	2005-2006	NEG
227	Overtime & Holiday Time Earned Reports	2010-2011	NEG
228	Paid Bills & Invoices with Purchase Order Copies	2005-2006	NEG
229	Payment Vouchers**	2005-2006	4.8
230	Payroll data Books-Biweekly	2010-2011	NEG
231	Payroll Distribution System Annual Report	2005-2006	7.2
232	Payroll Exceptions/ Adjustments	1986	NEG
233	Payroll Report Research & Development Section	1984	NEG
234	Project Cost Accounting Edits and Updates	2010-2011	NEG
235	Project Cost Analysis Reports	2005-2006	NEG
	*Subject records have been microfilmed.		
	**Subject records have been scanned into electronic media.		

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Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

COUNTY: COOK

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Agency Division

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APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
236	Real Estate Rental Report	2010-2011	NEG
237	Sick & Vacation Report	1984	NEG
238	Treasurer's Report (monthly)	2010-2011	NEG
239	Unit Cost System aka Cost Measurement System	1986	NEG
240	Unsuccessful Contracts & Bids	2009-2010	NEG
241	User Charge Billings*	2005-2006	67.2
242	User Charge Reports	2005-2006	NEG
243	Vendor Payment Register – Annual Report	2005-2006	NEG
244	Year-To-Date Employee Earnings	2012	NEG
245	General and Administrative Correspondence	2011-2012	NEG
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APPLICATION #: 03:002C

TO: Local Records Commission
Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

COUNTY: COOK

FROM: MWRDGC- Engineering
Agency Division

ADDRESS: 100 East Erie Street
Street, P.O. Box
Chicago, IL 60611
City, ZIP Code

TELEPHONE: (312) 751-6500

CONTACT: Clerk/Director of Finance

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APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
100	Admin Files	2010-2012	NEG
102	Chief Engineer's Correspondence	2010-2012	NEG
103	COLFAC Flood Control Files	2001-2003	NEG
104	COLFAC Sewer Design Contract File after terms	2001-2003	NEG
105	Engineering Department Construction Files	2001-2003	500
109	Peg Books completed project	2001-2003	NEG
110	Pollution and Emission Control Correspondence	2010-2012	NEG
112	Tickets concrete, sand, stone, paving	2009-2011	NEG
113	COLFAC Local Sewer Systems Contract File no plans, specs, etc	2001-2003	NEG
114	PROFAC Arch & Environ Design Contract Files no plans, specs etc.	2001-2003	NEG
115	PROFAC Process Design Contract no plans, specs, etc.	2001-2003	NEG
116	PROFAC Mechanical Design Files no plans, specs, etc.	2001-2003	NEG
117	PROFAC Electrical Design Files no plans, specs, etc.	2001-2003	NEG
118	PROFAC Structural Design Files no plans, specs, etc.	2001-2003	NEG
119	MWRD Sewerage System Permit Files no approved permit files Voided files	2007-2009	NEG

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APPLICATION #: 03:002C

TO: Local Records Commission
Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

COUNTY: COOK

FROM: MWRDGC-Maintenance and Operations
Agency Division

ADDRESS: 100 East Erie Street
Street, P.O. Box
Chicago, IL 60611
City, ZIP Code

TELEPHONE: (312) 751-6500

CONTACT: _____

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APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
400	Administrative Files and General and Administrative Correspondence	2010-2012	NEG
401	Accounts Payable Records	2004-2006	NEG
402	Budget and Work Papers	2009-2011	NEG
403	Contract Files terms completed	2001-2003	NEG
	Copies completed terms	2006-2008	NEG
404	Construction Records no plans, specs, etc.	2001-2003	NEG
405	Crossover Charges	2008-2010	NEG
407	Energy Records	2001-2003	NEG
408	Equipment Records disposed equipment only	2011-2012	NEG
409	Expense Reimbursement	2004-2006	NEG
410	Gate Sheets	2009-2011	NEG
411	MSD Sheets no longer stored or used/no OSHA records	2001-2003	NEG
412	Monthly Operating Reports	2001-2003	NEG
413	Operating Log Sheets	2001-2003	NEG
	Daily Weekly sheets	2008-2010	NEG
414	Operating Reports daily/weekly	2008-2010	NEG
	Other records	2001-2003	NEG

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Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

COUNTY: COOK

FROM: MWRDGC-Maintenance and Operations
Agency Division

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TELEPHONE: (312) 751-6500

CONTACT: _____

Directions:

1. Fill in all blanks and columns.
2. Sign and send certificate to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
415	Operation Check Sheets daily/weekly	2008-2010	NEG
	Other records	2001-2003	NEG
415	Partial Receiving Reports	2009-2011	NEG
416	Payment Authorizations	2004-2006	NEG
417	Personnel Action Forms copies	2009-2011	NEG
419	Personnel Requisitions	2009-2011	NEG
420	Plant Operating Logs daily/weekly	2008-2010	NEG
	Other records	2001-2003	NEG
422	Probationary Progress Reports terminated employees	2006-2008	NEG
423	Promotional Requests	2009-2011	NEG
424	PO's and Requisitions	2009-2011	NEG
425	PO Change Notices	2009-2011	NEG
426	Recording Chart Records daily/weekly	2008-2010	NEG
	Other records	2001-2003	NEG
427	Request for Timesheets Corrections	2009-2011	NEG
429	Storeroom Orders superseded	2010-2012	NEG
430	Time Records	2009-2011	NEG

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.

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

12-31-2013

Signature

Date

Jacqueline Torres, Director of Finance/Clerk

Print Name and Title on line above

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

Prepared by: _____

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 03:002C

TO: Local Records Commission
Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

COUNTY: COOK

FROM: MWRDG-Maintenance and Operations
Agency Division

ADDRESS: 100 East Erie Street
Street, P.O. Box
Chicago, IL 60611
City, ZIP Code

TELEPHONE: (312) 751-6500

CONTACT: _____

Directions:

1. Fill in all blanks and columns.
2. Sign and send certificate to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
431	Training Logs	2004-2006	NEG
432	Transfer Requests	2009-2011	NEG
433	Treatment Process Logs daily/weekly	2008-2010	NEG
	Other records	2001-2003	NEG
434	Tuition Reimbursement Forms copies	2008-2010	NEG
435	Vacancy Notifications	2006-2008	NEG
436	Work/Job Orders	2012-2013	NEG
437	Work/Job Order Summaries	2009-2011	NEG
438	Complaints	1994-1996	NEG
439	Interceptor Rehabilitation Program Files no historical summaries	2001-2003	NEG
441	Licenses and Inspections cancelled or expired	2001-2003	NEG
442	Operating Permits superseded or completed	2001-2003	NEG
443	Permits and Easement Correspondence superseded or cancelled	2001-2003	NEG
444	Sewer Atlas Files copies superseded	2011-2013	NEG

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Prepared by : _____