

RECORDS DISPOSAL CERTIFICATE

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

Directions:

1. Fill in all blanks and columns.
2. Sign and send certificate to above address thirty (30) days prior to disposal date.
3. Retain records until approved copy is returned.

APPLICATION #: 03-002C

COUNTY: Cook

FROM: MWRDGC-Finance

ADDRESS: 100 East Erie Street
(Agency Division)
(Street, P.O. Box)
Chicago, IL 60611

CONTACT TELEPHONE: (City, ZIP Code) 312) 751-5600

CONTACT EMAIL: TorresJ@mwrdr.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
200	Accrued Expense Report	2008	NEG
201	Annual Budget	2008	NEG
202	Appropriation Ledger Report	1969	NEG
203	Basic Four Fixed Assets System	2015	NEG
205	Budget Trial Balance	2013	NEG
206	Budget Work Sheets	2013	NEG
207	Cancelled Checks, Bank Statements, and Deposit Slips	2008	NEG
208	Cash Disbursement Listings - Monthly	2013	NEG
209	Certified Payroll Registers	2008	NEG
210	Clerk's Receipt and Disbursement Report	2008	NEG
211	Clerk's Revolving Fund Records, Invoices, Vouchers, Checks	2008	NEG
212	Closed Orders Report	2013	NEG
213	Contracts Completed	2005	NEG
214	Contract Status Ledger	2008	NEG
215	Cost Analysis Report - Annual	2008	NEG
216	Daily Timesheets	2013	63.6 cu ft.
217	Employee Expense Registers and Invoices	2008	4.8 cu ft.
218	Engineering Project Cost Distribution	2015	NEG
219	Finance Correspondence File	2014	NEG
220	Fixed Asset System Report	2008	NEG
221	Grants Report monthly award activity summary	2013	NEG
222	Internal Audit Documents (Work Papers)	2013	NEG
223	Journal Entries and Working Ledger Sheets	2015	NEG
224	Minutes copies	2014	NEG

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Jacqueline Torres, Clerk/Director of Finance

Print name and title on line above

Prepared by:

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226	Open Order Report	2008	NEG
227	Overtime & Holiday Time Earned Reports	2013	NEG
228	Paid Bills & Invoices with Purchase Order Copies	2008	NEG
229	Payment Vouchers**	2008	28.8 cu ft.
230	Payroll data Books-Biweekly	2013	NEG
231	Payroll Distribution System Annual Report	2013	10.8 cu ft.
232	Payroll Exceptions/Adjustments	2013	NEG
233	Payroll Report Research & Development Section	1984	NEG
234	Project Cost Accounting Edits and Updates	2013	NEG
235	Project Cost Analysis Reports	2008	NEG
236	Real Estate Rental Reports monthly	2013	NEG
237	Sick & Vacation Report	1984	NEG
238	Treasurer's Report (monthly)	2013	NEG
239	Unit Cost System aka Cost Measurement System	1986	NEG
240	Unsuccessful Contracts & Bids	2012	NEG
241	User Charge Billings*	2008	24.0 cu ft.
242	User Charge Reports	2008	NEG
243	Vendor Payment Register - Annual Report	2008	NEG
244	Year-To-Date Employee Earnings	2015	NEG
245	General and Administrative Correspondence	2015	4.8 cu ft.
*	Subject Reports have been microfilmed.		
**	Subject Records have been scanned into electronic media.		

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FROM: MWRDGC - Law

(Agency Division)

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Chicago, IL 60611

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APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
301	Legal Files, Lawsuits, Closed Cases	2012	173 cu ft.
304	General and Administrative Correspondence	2014	5 cu ft.

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FROM: MWRDGC- Maintenance & Operations

(Agency Division)

ADDRESS: 100 East Erie Street

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Chicago, IL 60611

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400	Administrative Files & General and Administrative Correspondence	2011-2014	
401	Accounts Payable Records	2005-2008	
402	Budget and Paperwork	2010-2013	1 Cu.Ft.
403	Contract Files terms completed	2002-2005	457 Cu.Ft.
	Copies completed terms	2007-2010	
404	Construction Records no plan, specs, etc.	2002-2005	
405	Crossover Charges	2009-2012	
407	Energy Records	2002-2005	
408	Equipment Records disposed equipment only	2012-2014	
409	Expense Reimbursement	2005-2008	4 Cu.Ft.
410	Gate Sheets	2010-2013	
411	MSD Sheets no longer stored or used/no OHSA records	2002-2005	
412	Monthly Operating Reports	2002-2005	1 Cu.Ft.
413	Operating Log Sheets	2002-2005	
	Daily Weekly sheets	2009-2012	22 Cu.Ft.
414	Operating Reports daily/weekly	2009-2012	
	Other records	2002-2005	4 Cu.Ft.
415	Operation Check Sheets daily/weekly	2009-2012	16 Cu.Ft.
	Other records	2002-2005	
415	Partial Receiving Reports	2010-2013	
416	Payment Authorizations	2005-2008	174 Cu.Ft.
417	Personnel Action Forms copies	2010-2013	1 Cu.Ft.
419	Personnel Requisitions	2010-2013	
420	Plant Operating Logs daily/weekly	2009-2012	15 Cu.Ft.
	Other records	2002-2005	
422	Probationary Progress Reports terminated employees	2007-2010	
423	Promotional Requests	2010-2013	

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FROM: MWRDGC-Procurement & Materials Mgt

(Agency Division)

ADDRESS: 100 East Erie Street

(Street, P.O. Box)

Chicago, IL 60611

(City, ZIP Code)

CONTACT TELEPHONE: (312) 751-5600

CONTACT EMAIL: TorresJ@mwrdd.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
	PROCUREMENT & MATERIALS MANAGEMENT		
500	Administrative Files & General & Administrative Correspondence	2011-2014	NEG
501	Automobile Repair Files	2010-2013	NEG
502	Budget Working Papers	2010-2013	NEG
503	Contract Completed Terms Copies Completed Terms	2002-2005 2007-2010	NEG NEG
504	History Cards Updated	2012-2015	NEG
505	Material Issue Requests	2010-2013	NEG
506	Monthly Inventory Activity Reports	2010-2013	NEG
507	Purchase Orders	2010-2012	48
508	PO Log	2010-2013	NEG
509	Requisition Log	2010-2013	NEG

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FROM: MWRDGC-Treasury

(Agency Division)

ADDRESS: 100 East Erie Street

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	FLEET RECORDS		
408	Equipment Records disposed equipment only	2013	NEG
501	Automobile Repair Records	2013	1
1103	Accident Report Files	2008	NEG

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	EXECUTIVE DIRECTOR RECORDS		
900	Administrative Files & General & Administrative Correspondence	2014	NEG
901	Administrative Files & General Administrative Correspondence	2014	NEG
902	Building Maintenance Records routine	2013	NEG
	Capital Improvement	2005	NEG
903	Equipment Maintenance Records disposed equipment	2015	NEG
	PUBLIC AFFAIRS RECORDS		
1000	Administrative Files & General & Administrative Correspondence	2014	NEG
1001	Annual Reports District	2008	NEG
1005	News Clippings	2014	NEG
1008	Video, Movies Informational Presentations use complete	2015	NEG

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	POLICE HEADQUARTERS RECORDS		
1200	Administrative Files & Administrative & General Correspondence	2014	NEG
1201	Buildings Entry Register (Sign In Sheets)	2013	1
1202	Car Check Report	2013	1
1203	Court Appearance Form	2013	1
1204	Daily Police Assignment Sheets	2013	1
1205	Field Contact Cards	2013	1
1206	Gate Records for District Employees	2013	NEG
1207	Gate Records for Visitors and Trucks	2013	1
1208	Juvenile Release Forms	2013	1
1209	Material Pass (in and out of plants)	2013	1
1210	Motor Vehicle Incident Report	2008	1
1211	Offense/Incident Reports (except felonies)	2008	1
1212	Police Officer's Daily Activity Log	2013	1
1213	Police Radio Log	2005	1
1214	Police Telephone Log	2013	NEG
1215	Report Control Log	2008	1
1216	Police Check Records-Employees	2010	1
1217	Security Vehicle Inspection Reports daily checklist	2013	NEG
1218	Traffic Accident Report	2008	1
1219	Traffic Violation Notices	2014	NEG
1220	Vehicle Mileage & Expense Report	2013	1
1221	Watch Commander's Inventory	2013	1

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FROM: MWRDGC-Human Resources Department

(Agency Division)

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1305	Criminal History Files	2001-2007	12 cu ft.
1308	Medical Files	2001-2006	20 cu ft.
1310	Personnel Action Files	2006-2011	12 cu ft.
1401	Group Membership Insurance	2002-2010	10 cu ft.
1403	Administrative Correspondence	2004-2009	10 cu ft.
1406	Group Insurance Records	2004-2007	6 cu ft.
1409	State & Federal Tax Forms	2005	2 cu ft.
1502	Applications for Employment	2002-2006	108 cu ft.
1504	Down Lists	1999-2011	96 cu ft.
1505	Examination Cassettes	1997-2010	36 cu ft.
1506	Examination Master Files & Candidate Papers	2004-2009	240 cu ft.

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1900	Research and Development Executive Section		
	Consultant Agreements	2006-2010	25
1901	Contracts, Agreements and Leases	2006-2010	25
	Industrial Waste User Charge		
2200	Rate Determination Letters	NEG	NEG
2201	User Charge Customer Files	2005	34.8
	Stickney Analytical Lab - SAL		
	Analytical Laboratories Division		
2300	Cyanide and phenol charts	2002-2007	
2301	Industrial Waste analytical data files	2000-2007	1
2302	Industrial Waste biochemical oxygen demand work sheets files	2001-2007	
2303	Interrogatories	1996-2007	
2304	Lab bench books	2006-2009	
2305	PH tags general chemistry	NEG	
2306	Quality assurance/control data	1995-2009	
2307	Quality assurance/control industrial waste spike program data	NEG	
2308	Sample receipts	NEG	
	Environmental Monitoring and Research Administration		
	Analytical Laboratories Division		
2400	Administrative files and general administrative correspondence	2000-2008	2
2401	Final reports of research projects	NEG	
2402	Laboratory log (sample receipts)	2007-2009	
2403	Progress reports	NEG	
2404	Purchase requisitions	2004-2006	1

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