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

(Agency Division) 100 East Erie Street ADDRESS:

(Street, P.O. Box) Chicago, IL 60611

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

CONTACT EMAIL: TorresJ@mwrd.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	Appropriatoin 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 Disburement Listings - Monthly	2013	NEG
209	Certified Payroll Registers	2008	NEG
210	Clerk's Receipt and Disburement 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	Exmployee 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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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:

Date

Date Signature Jacqueline Torres, Clerk/Director of Finance Print name and title on line above

Prepared by:

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

Printed by authority of the State of Illinois. March 2015 - 1 - LR 4.13

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

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DELIGATION #	03-002C
ADDI ICATION #	00 0010

COUNTY: Cook

FROM: MWRDGC-Finance

(Agency Division) 100 East Erie Street ADDRESS:

(Street, P.O. Box) Chicago, IL 60611

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

CONTACT EMAIL: TorresJ@mwrd.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
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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Date	
Signature	

Jacqueline Torres, Clerk/Director of Finance Print name and title on line above

Prepared by:

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APPLICATION #:	03-0020
COUNTY:	Cook
FROM:	MWRDGC - Law
ADDRESS.	(Agency Division) 100 East Erie Street
	(Street, P.O. Box) Chicago, IL 60611
CONTACT TELEF	

CONTACT EMAIL: TorresJ@mwrd.org

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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Date

Signature Date Jacqueline Torres, Clerk/Director of Finance Print name and title on line above

Prepared by:

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

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APPLICATION #: 03-002C

COUNTY: Cook

FROM:	MWRDGC- Maintenance & Operations
ADDRESS:	(Agency Division) 100 East Erie Street
	(Street, P.O. Box) Chicago, IL 60611
	(City, ZIP Code) 751 5600

CONTACT TELEPHONE:(312) 751-5600

CONTACT EMAIL: TorresJ@mwrd.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
400	Administrative Files & General and Administrative Correspondenc	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	20 KE (영화 10 KE 등
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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Date	
Signature	Date
Jacqueline Torres, Clerk/[Director of Finance
Print na	me and title on line above

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

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T0: Local Records Commission Margaret Cross Norton Building Springfield, IL 62756 217-782-7075

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APPLICATION #: 03-002C

COUNTY:	COOK
FROM:	MWRDGC- Maintenance & Operations
	(Agency Division) 100 East Erie Street
	(Street, P.O. Box) Chicago, IL 60611
CONTACT TELEF	(City, ZIP Code) PHONE:(312) 751-5600

CONTACT EMAIL: TorresJ@mwrd.org

425 PC 426 Re 0t 427 Re 429 Sta 430 Tir 431 Tr 432 Tr 0t 434 Tu	O's and Requisitions O Change Notices ecording Chart Records daily/weekly ther records equest for Timesheets Corrections coreroom Oders superseded me Records raining Logs reatment Process Logs daily/weekly ther records	2010-2013 2010-2013 1996-2012 2002-2005 2010-2013 2011-2014 1997-2013 2005-2008 2009-2012	7 Cu.Ft. 41 Cu.Ft.
426 Re Ot 427 Re 429 St 430 Tir 431 Tr 432 Tr Ot 434 Tu	ecording Chart Records daily/weekly ther records equest for Timesheets Corrections coreroom Oders superseded me Records raining Logs reatment Process Logs daily/weekly	1996-2012 2002-2005 2010-2013 2011-2014 1997-2013 2005-2008	
Ot 427 Re 429 State 430 Tir 431 Tra 432 Tra 434 Tu	ther records equest for Timesheets Corrections coreroom Oders superseded me Records raining Logs reatment Process Logs daily/weekly	2002-2005 2010-2013 2011-2014 1997-2013 2005-2008	
427 Re 429 Stu 430 Tir 431 Tra 432 Tru 60t 434 Tu	equest for Timesheets Corrections coreroom Oders superseded me Records raining Logs reatment Process Logs daily/weekly	2010-2013 2011-2014 1997-2013 2005-2008	41 Cu.Ft.
429 Student 430 Tir 431 Train 432 Train 434 Tute	oreroom Oders superseded me Records raining Logs reatment Process Logs daily/weekly	2011-2014 1997-2013 2005-2008	41 Cu.Ft.
430 Tir 431 Tra 432 Tra 0t 434 Tu	me Records aining Logs reatment Process Logs daily/weekly	1997-2013 2005-2008	41 Cu.Ft.
431 Tra 432 Tra Ot 434 Tu	aining Logs reatment Process Logs daily/weekly	2005-2008	41 Cu.Ft.
432 Tru Ot 434 Tu	eatment Process Logs daily/weekly		
434 Ot Tu		2000 2012	
434 Tu	ther records	2009-2012	
		2002-2005	
435 Va	uition Reimbursement Forms copies	2009-2012	
	acancy Notifications	2007-2010	
436 W	/ork/Job Orders	2013-2015	
437 W	/ork/Job Order Summaries	2010-2013	
438 Co	omplaints	1995-1998	
439 Int	terceptor Rehabilitation Program Files no historical summaries	2002-2005	
441 Lic	cences and Inspections cancelled or expired	2002-2005	
442 Or	perating Permits superseded or completed	2002-2005	
443 Pe	ermits and Easement Correspondence superseded or cancelled	2002-2005	
444 Se	ewer Atlas Files copies superseded	2012-2015	

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Signature	Date	
Jacqueline Torres, Clerk/	Director of Finance	
Print na	ame and title on line above	

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

Printed by authority of the State of Illinois. March 2015 - 1 - LR 4.13

Prepared by:

Date

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

Directions:

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APPLICATION #: 03-002C

COUNTY: Cook

FROM:	MWRDGC-Procurement & Materials Mgt	
	(Agency Division) 100 East Erie Street	
	^(Street, P.O. Box) Chicago, IL 60611	
CONTACT TELEF	(City, ZIP Code) PHONE:(312) 751-5600	

CONTACT EMAIL: TorresJ@mwrd.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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Signature	Date	
Jacqueline Torres,	Clerk/Director of Finance	
	Print name and title on line above	

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

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Prepared by:

Date

T0: Local Records Commission Margaret Cross Norton Building Springfield, IL 62756 217-782-7075

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APPLICATION #: 03-002C

COUNTY: Cook

FROM:	MWRDGC-Treasury
	(Agency Division) 100 East Erie Street
	(Street, P.O. Box) Chicago, IL 60611
CONTACT TELEF	(City, ZIP Code) PHONE:(312) 751-5600

CONTACT EMAIL: TorresJ@mwrd.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
601	Administrative Files	1992-2004	14.4 cu ft.
602	Daily Cash Receipts	2002-2008	36 cu ft.
603	Daily Computer Input Forms	2002-2007	5 cu ft.
607	State and Federal Tax Statements and Reports	2002-2004	2.4 cu ft.
	4		

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Date	

Signature	Date
Jacqueline Torres,	Clerk/Director of Finance
	Print name and title on line above

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APPLICATION #: 03-002C

COUNTY:	Cook
FROM:	MWRDGC-General Administration
	(Agency Division) 100 East Erie Street
	(Street, P.O. Box) Chicago, IL 60611
CONTACT TELE	(City, ZIP Code) PHONE:(312) 751-5600

CONTACT EMAIL: TorresJ@mwrd.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
	FLEET RECORDS		
408	Equipment Records disposed equipment only	2013	NEG
501	Automobile Repair Records	2013	1
1103	Accident Report Files	2008	NEG
<i>e</i> .			
		*	

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APPLICATION #: 03-002C

COUNTY: Cook

EROM:	MWRDGC-General Administration
ADDBESS:	(Agency Division) 100 East Erie Street
	(Street, P.O. Box) Chicago, IL 60611
CONTACT TELEF	(City, ZIP Code) PHONE:(312) 751-5600

CONTACT EMAIL: TorresJ@mwrd.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
	AFFIRMATIVE ACTION RECORDS		
700	Administrative Files & General & Administrative Correspondence	2014	NEG
701	Administrative Files & General & Administrative Correspondence	2014	NEG
702	Affirmative Action Certified Payrolls project completed	2010	NEG
703	Cotract Documentation completed terms	2005	NEG
	Copies completed terms	2010	NEG
	BUDGET AND MANAGEMENT RECORDS		
300	Administration Correspondence Files	2014	1
301	Budgets	2008	1
802	Budget Work Papers	2013	1

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APPLICATION #: 03-002C

COUNTY: Cook

FROM:	MWRDGC-C	General Administration	
ADDRESS:	(Agency Division) 100 East Eri	e Street	
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	(Street, P.O. Box) Chicago, IL 6		
CONTACT TELEF	(Cily, ZIP Code) PHONE:(312	751-5600	

CONTACT EMAIL: TorresJ@mwrd.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
	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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Signature Date
Jacqueline Torres, Clerk/Director of Finance
Print name and title on line above

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

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APPLICATION #: 03-002C

COUNTY:	Cook
FROM:	MWRDGC-General Administration
ADDRESS:	(Agency Division) 100 East Erie Street
	^(Street, P.O. Box) Chicago, IL 60611
CONTACT TELEF	(City, ZIP Code) PHONE:(312) 751-5600

CONTACT EMAIL: TorresJ@mwrd.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
	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	Traffice Violation Notices	2014	NEG
1220	Vehicle Mileage & Expense Report	2013	1
1221	Watch Commander's Inventory	2013	1
		1	

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Date

Signature Date
Jacqueline Torres, Clerk/Director of Finance
Print name and title on line above

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

Prepared by: ______ n microfilmed or digitized) Printed by authority of the State of Illinois. March 2015 — 1 — LR 4.13

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

Directions:

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

APPLICATION #	03-002C
APPLICATION #	00 0020

COUNTY: Cook

FROM: MWRDGC-Human Resources Department

(Agency Division) 100 East Erie Street ADDRESS:

(Street, P.O. Box) Chicago, IL 60611

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

CONTACT EMAIL: TorresJ@mwrd.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
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	Examiniation Cassettes	1997-2010	36 cu ft.
1506	Examination Master Files & Candidate Papers	2004-2009	240 cu ft.

If any of the above records are microfilmed, I hereby certify that they have been reproduced in compliance with standards given in Sections 4000.50 and 4500.50 of the Regulations of the Local Records Commissions.

If the records are digitized, I certify that they have been reproduced in compliance with standards given in Sections 4000.70 / 4500.70 and will be maintained in compliance with standards given in Sections 4000.80 / 4500.80 of the Regulations of the Local Records Commissions.

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:

		_
Signature	Date	
Jacqueline Torres, Clerk/Dir	ector of Finance	
Print name	and title on line above	

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

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Prepared by:

Date

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 - Monitoring & Research
	(Agency Division) 100 East Erie Street
	^(Street, P.O. Box) Chicago, IL 60611
CONTACT TELEF	(City, ZIP Code) PHONE:(312) 751-5600

CONTACT EMAIL: TorresJ@mwrd.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
	Research and Development Executive Section		
1900	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 correspondance	2000-2008	2
2401	Final reports of research projects	NEG	
2402	Laboratory log (sample receitps)	2007-2009	
2403	Progress reports	NEG	
2404	Purchase requisitions	2004-2006	1

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Date

Signature Date Jacqueline Torres, Clerk/Director of Finance Print name and title on line above

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T0: Local Records Commission Margaret Cross Norton Building Springfield, IL 62756 217-782-7075

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APPLICATION #: 03-002C

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	(Street, P.O. Box) Chicago, IL 60611
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CONTACT EMAIL: TorresJ@mwrd.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
	Environmental Monitoring & Research Aquatic Biology		
2700	Analytic data files (CDOM weekly reports)	2005-2006	10.0
	Environmental Monitoring & Research Anaytical Microbiology		
2800	Invoices and Requisitions	2012	2
2800	Administrative Timesheets	2012	2
1			

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Date	
Date	
Duro	

Signature	Date
Jacqueline Torres, Clerk/Dir	rector of Finance
Print name	and title on line above

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