

# 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. Application item numbers must be listed in numerical order.
3. Record series titles must be listed as they appear on application.
4. Sign and send certificate to above address sixty (60) days prior to disposal date.
5. Retain records until approved copy is returned.
6. This form can be found online at <http://www.cyberdriveillinois.com/>.

APPLICATION #: 03-002C

COUNTY: Cook

FROM: MWRDGC - Engineering Dept.

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

CONTACT TELEPHONE: (312-) 751-5600

CONTACT EMAIL: TorresJ@mwr.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES (MONTH/YEAR)	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
105	Engineering Department Engineering Department Construction Files	2004-2008	300 Cu. Ft.
			Total Volume from all pages  Cu. Ft. 300  MB/GB

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Date \_\_\_\_\_ Approved by ILSOS \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Jacqueline Torres, Clerk/Director of Finance

Print name and title on line above

Prepared by: \_\_\_\_\_

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APPLICATION #: 03-002C

COUNTY: Cook

FROM: MWRDGC - Finance Dept.

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

CONTACT TELEPHONE: ( 312 ) 751-5600

CONTACT EMAIL: TorresJ@mwrdr.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES (MONTH/YEAR)	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
	Finance Department		
200	Accrued Expense Report	2011	NEG
201	Annual Budget	2011	NEG
202	Appropriation Ledger Report	1969	NEG
203	Basic Four Fixed Assets System	2018	NEG
205	Budget Trial Balance	2016	NEG
207	Cancelled Checks, Bank Statements, and Deposit Slips	2011	NEG
208	Cash Disbursement Listings - Monthly	2016	NEG
209	Certified Payroll Registers	2011	NEG
210	Clerk's Receipt and Disbursement Report	2011	NEG
2011	Clerk's Revolving Fund Recrds, Invs, Vouchers, Checks	2011	NEG
2012	Closed Orders Report	2016	NEG
213	Contracts Completed	2008	NEG
214	Contract Status Ledger	2011	NEG
215	Cost Analysis Report - Annual	2011	NEG
216	Daily Timesheets	2016	63.6 Cu. Ft.
217	Employee Expense Registers and Invoices	2011	4.8 Cu. Ft.
218	Engineering Project Cost Distribution	2018	NEG
219	Finance Correspondence File	2017	NEG
			Total Volume from all pages
			Cu. Ft. <u>136.8</u>
			MB/GB _____

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# RECORDS DISPOSAL CERTIFICATE SUPPLEMENTAL PAGE

APPLICATION NO.: 03-002C

COUNTY: Cook

FROM: MWRDGC - Finance Dept  
(Agency, Division)

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
	Finance Department - continued		
220	Fixed Asset System Report	2011	NEG
221	Grants Report monthly award activity summary	2015	NEG
222	Internal Audit Documents (Work Papers)	2016	NEG
223	Journal Entries and Working Ledger Sheets	2018	NEG
224	Minutes copies - Retain Originals permanently	2017	NEG
226	Open Order Report	2011	NEG
227	Overtime & Holiday Time Earned Reports	2016	NEG
228	Paid Bills & Invoices with Purchase Order Copies	2011	NEG
229	Payment Vouchers	2011	28.8 Cu. Ft.
230	Payroll date Books - Biweekly	2016	NEG
231	Payroll Distribution System Annual Report	2011	10.8 Cu. Ft.
232	Payroll Exceptions/Adjustments	2016	NEG
233	Payroll Report Research & Development Section	1985	NEG
234	Project Cost Accounting Edits and Updates	2016	NEG
235	Project Cost Analysis Reports	2011	NEG
236	Real Estate Rental Reports monthly	2016	NEG
237	Sick & Vacation Report	1985	NEG
238	Treasurer's Report (monthly)	2016	NEG
239	Unit Cost System aka Cost Measurement System	1986	NEG
240	Unsuccessful Contracts & Bids	2015	NEG
241	User Charge Billings	2011	24.0 Cu. Ft.
242	User Charge Reports	2011	NEG
243	Vendor Payment Register - Annual Report	2011	NEG
244	Year-To-Date Employee Earnings	2017	NEG
245	General and Administrative Correspondence	2017	4.8 Cu. Ft.

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APPLICATION #: 03-002C

COUNTY: Cook

FROM: MWRDGC - Law Dept.

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

CONTACT TELEPHONE: ( 312 ) 751-5600

CONTACT EMAIL: TorresJ@mwrdr.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES (MONTH/YEAR)	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
301	Law Department Legal Files, Lawsuites, Closed Cases	2015	118 Cu. Ft.
			Total Volume from all pages Cu. Ft. <u>118</u> MB/GB _____

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APPLICATION #: 03-002C

COUNTY: Cook

FROM: MWRDGC - M&O Dept

ADDRESS: 100 East Erie Street

Chicago, IL 60611

(City, ZIP Code)

CONTACT TELEPHONE: (312-) 751-5600

CONTACT EMAIL: TorresJ@mwrdd.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES (MONTH/YEAR)	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
400	Maintenance and Operations Department Administrative Files & Gen Adm Correspondence	2016-2017	7.6 Cu. Ft.
401	Accounts Payable Records	2010-2017	11 Cu. Ft.
402	Budget and Work Papers	2015-2017	1 Cu. Ft.
403	Contract Files terms completed	2007-2012	26.6 Cu. Ft.
	Copies completed terms	2012-2013	NEG
404	Construction Records no plans, specs	2007-2008	2 Cu. Ft.
405	Crossover Charges	2014-2015	NEG
407	Energy Records	2007-2008	.5 Cu. Ft.
408	Equipment Records disposed equipment only	2016-2017	NEG
409	Expense Reimbursement Records	2010-2011	4.7 Cu. Ft.
410	Gate Sheets	2015-2016	.5 Cu. Ft.
411	MSD Sheets no longer stored or used/no OSHA rec	2007-2008	NEG
412	Monthly Operating Reports	2007-2008	2.5 Cu. Ft.
413	Operating Log Sheets	2007-2008	67.3 Cu. Ft.
	Daily Weekly Sheets	2014-2015	2 Cu. Ft.
414	Operating Records daily/weekly	2014-2015	14 Cu. Ft.
	Other Records	2007-2008	2 Cu. Ft.
415	Operation Check Sheets daily/weekly	2014-2015	4 Cu. Ft.
	Other Records	2007-2008	2 Cu. Ft.
			Total Volume from all pages
			Cu. Ft. <u>278.2</u>
			MB/GB _____

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# RECORDS DISPOSAL CERTIFICATE SUPPLEMENTAL PAGE

APPLICATION NO.: 03-002C

COUNTY: Cook

FROM: MWRDGC - M&O Dept  
(Agency, Division)

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
	Maintenance and Operations Department- continued		
415	Partial Receiving Reports	2012-2015	NEG
416	Payment Authorizations	2010-2011	5.1 Cu. Ft.
417	Personnel Action Form copies	2015-2016	52.1 Cu. Ft.
419	Personnel Requisitions	2015-2016	1 Cu. Ft.
420	Plant Operating Logs daily/weekly	2014-2015	22.5 Cu. Ft.
	Other Records	2007-2008	2 Cu. Ft.
422	Probationary Progress Repts terminated employees	2012-2013	NEG
423	Promotional Requests	2015-2016	NEG
424	PO's and Requisitions	2015-2016	6.7 Cu. Ft.
425	PO Change Notices	2015-2016	.5 Cu. Ft.
426	Recording Chart Records daily/weekly	2014-2015	13.4 Cu. Ft.
	Other records	2007-2008	NEG
427	Request for Timesheets Corrections	2015-2016	NEG
430	Time Records	2015-2016	NEG
431	Training Logs	2010-2011	NEG
432	Transfer Requests	2015-2016	NEG
433	Treatment Process Logs daily/weekly	2014-2015	14 Cu. Ft.
	Other Records	2007-2008	1 Cu. Ft.
434	Tuition Reminbursement Forms copies	2014-2015	NEG
435	Vacancy Notifications	2012-2013	11.7 Cu. Ft.
436	Work/Job Orders	2017-2018	NEG
437	Work/Job Order Summaries	2015-2016	NEG
438	Complaints	2000-2013	.5 Cu. Ft.
439	Interceptor Rehab Prog Files no historical comment	2007-2008	NEG
441	Licenses and Inspections cancelled or expired	2007-2008	NEG
442	Operating Permits superceded or completed	2007-2008	NEG
443	Permits and Easement Corres superseded or cancl'd	2007-2008	NEG



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APPLICATION #: 03-002C

COUNTY: Cook

FROM: MWRDGC - P&MM Dept

ADDRESS: (Agency Division)  
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 (MONTH/YEAR)	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
240	Procurement and Materials Management Department		
500	Unsuccessful Contracts & Bids	2011-2015	10 Cu. Ft.
501	Administrative Files	2015-2017	NEG
502	Automobile Repair Files	2014-2016	NEG
503	Budget Working Papers	2014-2016	NEG
503	Contracts - Original - Completed Terms	2006-2008	NEG
503	Contracts - Duplicates - Completed Terms	2011-2013	NEG
505	Material Issue Requests	2014-2016	2 Cu. Ft.
506	Monthly Inventory Activity Reports	2014-2016	NEG
507	Purchase Orders	2013-2016	NEG
508	Purchase Order Logs	2014-2016	2 Cu. Ft.
509	Requisition Logs	2014-2016	2 Cu. Ft.
			Total Volume from all pages
			Cu. Ft. 16
			MB/GB

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Print name and title on line above

Prepared by:

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APPLICATION #: 03-002C  
COUNTY: Cook  
FROM: MWRDGC - Treasury  
ADDRESS: (Agency Division)  
100 East Erie Street  
(Street, P.O. Box)  
Chicago, IL 60611  
(City, ZIP Code)  
CONTACT TELEPHONE: (312-) 751-5600  
CONTACT EMAIL: TorresJ@mwr.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES (MONTH/YEAR)	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
602	Treasury Daily Cash Receipts	1999-2011	15 Cu. Ft.
			Total Volume from all pages Cu. Ft. 15 MB/GB

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APPLICATION #: 03-002C

COUNTY: Cook

FROM: MWRDGC-General Admin

ADDRESS: (Agency Division)  
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 (MONTH/YEAR)	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
408	General Administration		
501	Fleet Records		
1103	Equipment Records disposed equipment only	2017	NEG
	Automobile Repair Records	2016	1 Cu. Ft.
	Accident Report Files	2011	NEG
	Affirmative Action Records		
700	Administrative Files & Gen Admin Correspondence	2017	NEG
701	Administrative Files & Gen Admin Correspondence	2017	NEG
702	Affirmative Action Certified Payrolls project completed	2013	NEG
703	Contract Documentation completed terms	2008	NEG
	Copies completed terms	2013	NEG
	Budget and Management Files		
800	Administration Correspondence Files	2017	1 Cu. Ft.
801	Budgets	2011	1 Cu. Ft.
802	Budget Work Papers	2016	1 Cu. Ft.
			Total Volume from all pages
			Cu. Ft. 21
			MB/GB

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COUNTY: Cook

FROM: MWRDGC - General Admin  
(Agency, Division)

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
	General Administration - continued		
	Executive Director Records		
900	Administrative Files & Gen & Adm Correspondence	2017	NEG
901	Administrative Files & Gen & Adm Correspondence	2017	NEG
902	Building Maintenance Records routine	2016	NEG
	Capital Improvement	2008	NEG
903	Equipment Maintenance Records disposed equip	2017	NEG
	Public Affairs Records		
1000	Administrative Files & Gen & Adm Correspondence	2017	NEG
1001	Annual Reports District	2011	NEG
1005	News Clippings	2017	NEG
1008	Video, Movies Info Presentations use complete	2017	NEG
	Police Headquarters Records		
1200	Administrative Files & Admin & Gen Correspondence	2017	NEG
1201	Buildings Entry Register (Sign In Sheets)	2016	1 Cu. Ft.
1202	Car Check Report	2016	1 Cu. Ft.
1203	Court Appearance Form	2016	1 Cu. Ft.
1204	Daily Police Assignment Sheets	2016	1 Cu. Ft.
1205	Field Contact Cards	2016	1 Cu. Ft.
1206	Gate Records for District Employees	2016	NEG
1207	Gate Records for Visitors and Trucks	2016	1 Cu. Ft.
1208	Juvenile Release Forms	2016	1 Cu. Ft.
1209	Material Pass (in and out of plants)	2016	1 Cu. Ft.
1210	Motor Vehicle Incident Report	2011	1 Cu. Ft.
1211	Offense/Incident Reports (except felonies)	2011	1 Cu. Ft.
1212	Police Officer's Daily Activity Log	2016	1 Cu. Ft.
1213	Police Radio Log	2008	1 Cu. Ft.
1214	Police Telephone Log	2016	NEG
1215	Report Control Log	2011	1 Cu. Ft.
1216	Police Check Records - Employees	2013	1 Cu. Ft.
1217	Security Vehicle Inspection Reports daily checklist	2016	NEG
1218	Traffic Accident Report	2011	1 Cu. Ft.
1219	Traffic Violation Notices	2017	NEG
1220	Vehicle Mileage & Expense Report	2016	1 Cu. Ft.
1221	Watch Commander's Inventory	2016	1 Cu. Ft.

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APPLICATION #: 03-002C

COUNTY: Cook

FROM: MWRDGC - Information Tech

ADDRESS: (Agency Division)  
100 East Erie Street

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

(City, ZIP Code)

CONTACT TELEPHONE: (312) 751-5600

CONTACT EMAIL: TorresJ@mwr.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES (MONTH/YEAR)	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
1800	Information Technology Administrative Files & Gen & Adm Correspondence	2013-2017	NEG
			Total Volume from all pages  Cu. Ft. <u>NEG</u>  MB/GB _____

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APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES (MONTH/YEAR)	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
1900	Monitoring & Research Department Consultant Agreements	2007-2008	3 Cu. Ft.
1901	Contracts, Agreements, and Leases - originals	2007-2008	5 Cu. Ft.
	Contracts, Agreements, and Leases - duplicates	2007-2013	
2000	Administrative/Correspondence Files	2000-2016	12 Cu. Ft.
2001	Company Files	1990-2008	49.6 Cu. Ft.
2100	Surveillance Files	1999-2014	8 Cu. Ft.
2201	User Charge Customer Files	2007	50.4 Cu. Ft.
2304	Laboratory Bench Books	2009-2011	4 Cu. Ft.
2306	Quality Assurance/Control Data	2011	1 Cu. Ft.
2700	Analytical data files (CDOM weekly reports)	2008	5 Cu. Ft.
2800	Administrative/Correspondence/Reference Files	2010-2016	.5 Cu. Ft.
2801	Analytical Raw Data (District Operations Monitoring)	1995-2010	1.5 Cu. Ft.
			Total Volume from all pages
			Cu. Ft. 140
			MB/GB

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