



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 10-0055, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF JANUARY 21, 2010

COMMITTEE ON FINANCE

Mr. Richard Lanyon, Executive Director

Request Authority to Dispose of District Records

Dear Sir:

The regulations of the Local Records Commission of Cook County (Commission) provide for continuing authority to destroy records after specified periods of time or the occurrence of specified events. An agency's records custodian may request this continuing authority by submitting to the Commission schedules of public records that are neither needed in the transaction of current business nor have sufficient administrative, legal or fiscal value to warrant their future preservation.

Accordingly, it is requested that the Board of Commissioners approve for disposal the departmental records listed on the attached documents. Upon receipt of Board approval, the lists will be presented to the Commission for review and approval, pursuant to 50 ILCS 205/6 and 7; and following Commission approval, the records will be destroyed in accordance with the approved schedule(s).

Requested, Jacqueline Torres, Clerk/Director of Finance, JT:ms

Respectfully Submitted, Gloria Alitto Majewski, Chairman Committee on Finance

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for January 21, 2010

Attachments