

RECORDS DISPOSAL CERTIFICATE

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)
Chicago, IL 60611

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

CONTACT EMAIL: TorresJ@mwrdd.org

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 ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
	FINANCE		
227	Overtime & Holiday Time Earned Reports	2012	NEG
228	Paid Bills & Invoices with Purchase Order Copies	2007	NEG
229	Payment Vouchers**	2007	4
230	Payroll data Books - Biweekly	2012	NEG
231	Payroll Distribution System Annual Report	2007	NEG
232	Payroll Exceptions/Adjustments	2007	5
233	Payroll Report Research & Development Section	1984	NEG
234	Project Cost Accounting Edits and Updates	2012	NEG
235	Project Cost Analysis Reports	2007	NEG
236	Real Estate Rental Reports	2012	NEG
237	Sick & Vacation Report	1984	NEG
238	Treasurer's Report (monthly)	2012	NEG
239	Unit Cost System aka Cost Measurement System	1986	NEG
240	Unsuccessful Contracts & Bids	2011	NEG
241	User Charge Billings*	2007	30
242	User Charge Reports	2007	NEG
243	Vendor Payment Register - Annual Report	2007	NEG
244	Year-To-Date Employee Earnings	2013	NEG
245	General and Administrative Correspondence	2013	15
	*Subject reports have been microfilmed.		
	**Subject reports have been scanned into electronic media.		

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Date

Signature
Jacqueline Torres, Director of Finance/Clerk
Date

Print name and title on line above

Prepared by: _____

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	FINANCE		
200	Accrued Expense Report	2007	NEG
201	Annual Budget	2007	NEG
202	Appropriation Ledger Report	1969	NEG
203	Basic Four Fixed Assets System	2014	NEG
205	Budget Trial Balance	2012	NEG
206	Budget Work Sheets	2012	NEG
207	Cancelled Checks, Bank Statements, and Deposit Slips	2007	NEG
208	Cash Disbursement Listings - Monthly	2012	NEG
209	Certified Payroll Registers	2007	NEG
210	Clerk's Receipt and Disbursement Report	2007	NEG
211	Clerk's Revolving Fund Records, Invoices, Vouchers, Checks	2007	NEG
212	Closed Orders Report	2012	NEG
213	Contracts Completed	2004	NEG
214	Contract Status Ledger	2007	NEG
215	Cost Analysis Report - Annual	2007	NEG
216	Daily Timesheets	2012	51
217	Employee Expense Registers and Invoices	2007	NEG
218	Engineering Project Cost Distribution	1969	NEG
219	Finance Correspondence File	2013	NEG
220	Fixed Asset System Report	2007	NEG
221	Grants Report monthly award activity summary	2012	8
222	Internal Audit Documents (Work Papers)	2012	8
223	Journal Entries and Working Ledger Sheets	1976	NEG
224	Minutes copies	2013	NEG
226	Open Order Report	2007	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: 12-31-15
Signature: *Jacqueline Torres*
Date: _____
Jacqueline Torres, Director of Finance/Clerk
Print name and title on line above

Prepared by: _____

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 ADDRESS: 100 East Erie Street
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	AFFIRMATIVE ACTION RECORDS		
700	Administrative Files & General & Administrative Correspondence	2013	NEG
701	Administrative Files & General & Administrative Correspondence	2013	NEG
702	Affirmative Action Certified Payrolls project completed	2009	NEG
703	Contract Documentation completed terms	2004	NEG
	Copies completed terms	2009	NEG
	BUDGET AND MANAGEMENT RECORDS		
800	Administration Correccpondence Files	2013	1
801	Budgets	2007	1
802	Budget Work Papers	2012	1

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	EXECUTIVE DIRECTOR RECORDS		
900	Administrative Files & General & Administrative Correspondence	2013	NEG
901	Administrative Files and General Administrative Correspondence	2013	NEG
902	Building Maintenance Records routine	2012	NEG
	Capital Improvement	2004	NEG
903	Equipment Maintenance Records disposed equipment	2014	NEG
	PUBLIC AFFAIRS RECORDS		
1000	Administrative Files & General & Administrative Correspondence	2013	NEG
1001	Annual Reports District	2007	NEG
1005	News Clippings	2013	NEG
1008	Video, Movies Informational Presentations use complete	2014	NEG

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	FLEET RECORDS		
408	Equipment Records disposed equipment only	2012	NEG
501	Automobile Repair Records	2012	1
1103	Accident Report Files	2007	NEG

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	POLICE HEADQUARTERS RECORDS		
1200	Administrative Files & Administrative & General Correspondence	2013	NEG
1201	Buildings Entry Register (Sign In Sheets)	2012	1
1202	Car Check Report	2012	1
1203	Court Appearance Form	2012	1
1204	Daily Police Assignment Sheets	2012	1
1205	Field Contact Cards	2012	1
1206	Gate Records for District Employees	2012	NEG
1207	Gate Records for Visitors and Trucks	2012	1
1208	Juvenile Release Forms	2012	1
1209	Material Pass (in and out of plants)	2012	1
1210	Motor Vehicle Incident Report	2007	1
1211	Offense/Incident Reports (except felonies)	2007	1
1212	Police Officer's Daily Activity Log	2012	1
1213	Police Radio Log	2004	1
1214	Police Telephone Log	2012	NEG
1215	Report Control Log	2007	1
1216	Police Check Records-Employees	2009	1
1217	Security Vehicle Inspection Resports daily checklist	2012	NEG
1218	Traffic Accident Report	2007	1
1219	Traffic Violation Notices	2013	NEG
1220	Vehicle Mileage & Expense Report	2012	1
1221	Watch Commander's Inventory	2012	1

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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)
	LAW RECORDS		
301	Legal Files, Lawsuits, Closed Cases	2011	34
304	General and Administrative Correspondence	2013	5

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FROM: MWRDGC-Monitoring & Research
(Agency Division)

ADDRESS: 100 East Erie Street
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	RESEARCH AND DEVELOPMENT EXECUTIVE SECTION		
1900	Consultant Agreements	2004-2009	6
1901	Contracts, Agreements and Leases	2004-2009	6
	INDUSTRIAL WASTE DIVISION USER CHARGE		
2200	Rate Determination Letters	2007-2009	NEG
2201	User Charge Customer Files	2000-2004	112.8

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	INDUSTRIAL WASTE ANALYTICAL LAB		
2300	Cyanide and phenol charts	2002-2008	33
2301	Industrial Waste analytical data files	2000-20012	130
2302	Industrial Waste biochemical oxygen demand work sheets files	2001-2009	93
2303	Interrogatories	1996-2008	9
2304	Lab bench books	2006-2009	7
2305	PH tags general chemistry	2009-2011	NEG
2306	Quality assurance/control data	1995-2009	45
2307	Quality assurance/control industrial waste spike program data	2007-2009	NEG
2308	Sample receipts	2007-2009	NEG

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	ENVIRONMENTAL MONITORING & RESEARCH ADMIN		
2400	Administrative files and general administrative correspondence	2000-2013	27
2402	Laboratory logs (same receipts)	2007-2009	14
2403	Progress reports	2010-2012	NEG
2404	Purchase requisitions	2004-2012	7
	(Analytical Laboratories Division)		
	ENVIRONMENTAL MONITORING & RESEARCH		
	BIOLOGY, VIROLOGY, TOXICOLOGY		
2500	Lab test results	2008-2009	7
2501	Quality control logs	2009-2011	NEG
	(Analytical Laboratories Division)		

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2700	ENVIRONMENTAL MONITORING & RESEARCH AQUATIC BIOLOGY	2005-2009	5
	Analytical data files (CDOM weekly reports)		
3300 3301 3302 3303 3304 3305 3306	ENVIRONMENTAL MONITORING & RESEARCH TOXIC SUBSTANCES	2007-2009	NEG
	Analytical raw data		
	Instrument service and repair files annual manufacturer test		
	Quality assurance/quality control files		
	Sample custody log		
	Sample logs		
	Sample process log		
	Sample tracking system		

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	PROCUREMENT & MATERIALS MANAGEMENT		
500	Administrative Files & General & Administrative Correspondence	2010-2013	NEG
501	Automobile Repair Files	2009-2012	NEG
502	Budget Working Papers	2009-2012	NEG
503	Contract Completed Terms	2001-2004	NEG
	Copies Completed Terms	2006-2009	NEG
504	History Cards Updated	2011-2014	NEG
505	Material Issue Requests	2009-2012	NEG
506	Monthly Inventory Activity Reports	2009-2012	NEG
507	Purchase Orders	2009-2011	48
508	PO Log	2009-2012	NEG
509	Requisition Log	2009-2012	NEG

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