

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 1st Floor East - State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

Directions:

1. Prepare two (2) copies
2. Sign and send original to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

Application #: 03-02C

County: Cook

From: MWRDGC -
Engineering Department

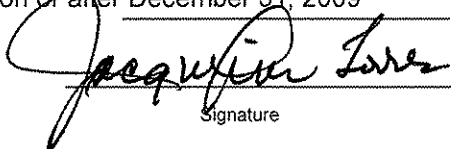
Address: 100 E. Erie St., Chicago, IL 60611

Telephone: 312-751-6659

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
105	Engineering Department - Construction Files	1999	200

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after December 31, 2009

 1-8-10
 Signature Date

Jacqueline Torres, Director of Finance/Clerk

Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 1st Floor East - State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

Directions:

1. Prepare two (2) copies
2. Sign and send original to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

Application #: 03-02C

County: Cook

From: MWRDGC - Finance Department

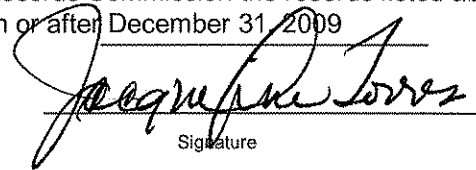
Address: 100 E. Erie St., Chicago, IL 60611

Telephone: 312-751-6659

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
228	Paid Bills & Invoices w/Purchase Order Copies*	2002	140
229	Payment Vouchers*	2002	90
241	User Charge Billings*	2002	60
242	User Charge Reports*	2002	26
222	Internal Audit Documents	2006	8
217	Employee Expense Report and Invoices	2002	5
*Subject records have been microfilmed.			

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after December 31, 2009

 1-8-10
 Signature Date

Jacqueline Torres, Director of Finance/Clerk

Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

Application #: **03:002C**

TO: Local Records Commission
 1st Floor East - State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

County: Cook

From: MWRDGC- HR Department

Address: 100 East Erie Street

Chicago, IL 60611

Telephone: (312) 751-6659

Directions:

1. Prepare two (2) copies.
2. Sign and send original to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
1300	Administrative Correspondence (Administration)	2007	2
1307	I-9 Forms BOX P465	1996-1998	2
1310	Personnel Action Forms (Transaction Reports) BOX P713	2004	2
1401	Group Membership Insurance Records	1999, 2004	
1403	Administrative Correspondence (Comp & Benefits)	2001-2007	4
1406	Group Insurance Records	1989-2003	4
1408	State and Federal Tax Forms	1970-1979	2
1501	Administrative Correspondence (Examinations)	2000-2006	4
1503	Solicited Applications (not placed on Eligible List)	1999-2005	90
1504	Down Lists	1999-2000	10
1505	Examination Cassette Tapes	2000-2005	10
1506	Examination Master Files and Candidate Papers	2003-2005	8
1601	Administrative Correspondence (L&ER)	2003-2007	5
1602	Charitable Combined Donations Files	1993-1998	2
1706	Tuition Reimbursement/Seminars & Conference Files	2000-2004	6

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after 12/31/09

Jacqueline Torres 1-8-10
 Signature Date

Jacqueline Torres, Director of Finance/Clerk

Please print name and title on the line above

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 1st Floor East - State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

Directions:

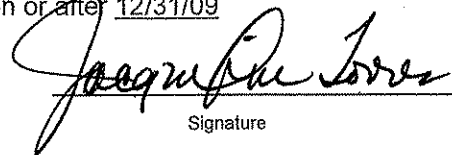
1. Prepare two (2) copies.
2. Sign and send original to above address sixty
3. (60) days prior to disposal date.
3. Retain records until approved copy is returned

Application #: 03-02C
 County: Cook
 From: MWRDGC- Law Department
 Address: 100 East Erie Street
Chicago, IL 60611
 Telephone: (312) 751-6659

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
301	Legal Files (Lawsuits)	December, 2004 - April, 2005	140

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after 12/31/09

 1-8-10
 Signature Date

Jacqueline Torres, Director of Finance/Clerk

Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 1st Floor East -State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

Directions:

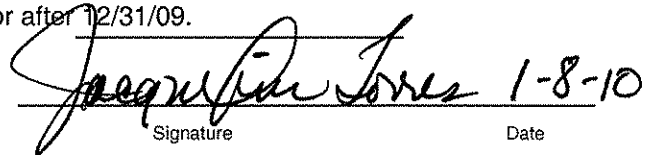
1. Prepare two (2) copies.
2. Sign and send original to above address sixty
3. (60) days prior to disposal date.
3. Retain records until approved copy is returned

Application #: 03-02C
 County: Cook
 From: MWRDGC M&O Department
 Address: 100 East Erie Street
Chicago, IL 60611
 Telephone: (312) 751-6659

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
400	Administrative Files	2007-2008	350
402	Budget and Work Papers	2006-2007	
403	Contract Records	1998-1999	
404	Construction Records	1998-1999	
405	Crossover Charges	2005-2006	
407	Energy Records	1998-1999	
409	Expense Reimbursement Records	2001-2002	
410	Gate Sheets	2006-2007	
411	Material Safety Sheets	1998-1999	
412	Monthly Operating Reports	1998-1999	
413	Operating Log Sheets	1998-1999	
414	Operating Reports – Weekly // All Others	2006-2007 // 1998-1999	
415	Operation Check Sheet	1998-1999	
415	Partial Receiving Reports	2006-2007	
416	Payment Authorizations	2001-2002	
417	Personnel Action Forms (Duplicates)	2006-2007	
419	Personnel Requisitions	2006-2007	
420	Plant Operating Logs	1998-1999	
422	Probationary Progress Reports	2003-2004	
423	Promotional Requests	2006-2007	
424	Purchase Orders and Requisitions	2006-2007	
425	Purchase Order Change Notices	2006-2007	
426	Recording Chart Records	1998-1999	
427	Requests for Time Sheet Corrections	2006-2007	
430	Time Records	2006-2007	
431	Training Logs	2001-2002	
432	Transfer Requests	2006-2007	
433	Treatment Process Logs	1998-1999	
434	Tuition Reimbursement Forms (Duplicate)	2005-2006	
435	Vacancy Notifications	2003-2004	
436	Work/Job Orders (dispose after 60 days)	2008-2009	
437	Work/Job Order Summaries	2006-2007	

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after 12/31/09.


 Signature Date

Jacqueline Torres, Director of Finance/Clerk

Please print name and title on the line above

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 1st Floor East State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

Directions:

1. Prepare two (2) copies.
2. Sign and send original to above address sixty
3. (60) days prior to disposal date.
3. Retain records until approved copy is returned

Application #: 03-02C

County: Cook

From: MWRDGC- Procurement & Materials Management

Address: 100 East Erie Street

Chicago, IL 60611

Telephone: (312) 751-6659

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
503	Unsuccessful Contracts	1999-June, 2000	17
507	Purchase Orders	2005-2006	30
508	Purchase Order Logs	2005-2006	2

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after 12/31/09

Jacqueline Torres 1-8-10
 Signature Date

Jacqueline Torres, Director of Finance/Clerk

Please print name and title on the line above

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 1st Floor East State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

Directions:

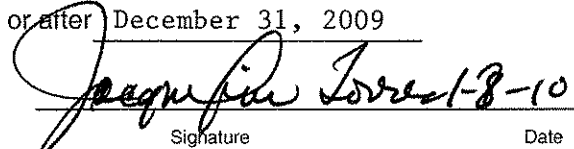
1. Prepare two (2) copies.
2. Sign and send original to above address sixty
3. (60) days prior to disposal date.
3. Retain records until approved copy is returned

Application #: 03-02C
 County: Cook
 From: MWRDGC GA Department
 Address: 100 East Erie Street
Chicago, IL 60611
 Telephone: (312) 751-6659

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
800	BUDGET AND MANAGEMENT RECORDS ADMINISTRATIVE CORRESPONDENCE FILES	7/05-6/06	1
		7/07-9/07	1
		7/06-6/07	1
		7/08-9/08	1
801	BUDGETS	7/99-6/00	1
		7/00-6/01	1
		7/00-6/01	1
		7/01-6/02	1
802	BUDGET WORK PAPERS	7/04-6/05	1
		7/05-6/06	1
		7/05-6/06	1
		7/06-6/07	1

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after December 31, 2009


 Signature Date

Jacqueline Torres, Director of Finance/Clerk

Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 1st Floor East State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

Directions:

1. Prepare two (2) copies.
2. Sign and send original to above address sixty
3. (60) days prior to disposal date.
3. Retain records until approved copy is returned

Application #: 03-02C
 County: Cook
 From: MWRDGC GA Department
 Address: 100 East Erie Street
Chicago, IL 60611
 Telephone: (312) 751-6659

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
902	OFFICE SERVICES RECORDS (FACILITIES) BUILDING MAINTENANCE RECORDS	2004 & Previous	1

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after December 31, 2009

Jacqueline Torres 1-8-10
 Signature Date

Jacqueline Torres, Director of Finance/Clerk

Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 1st Floor East - State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

Directions:

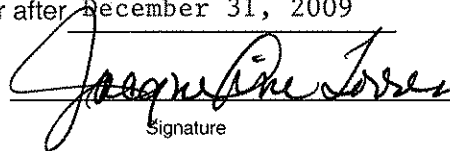
1. Prepare two (2) copies.
2. Sign and send original to above address sixty
3. (60) days prior to disposal date.
3. Retain records until approved copy is returned

Application #: 03-02C
 County: Cook
 From: MWRDGC GA Department
 Address: 100 East Erie Street
Chicago, IL 60611
 Telephone: (312) 751-6659

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
	SAFETY HEADQUARTERS RECORDS		
1100	ACCIDENT REPORT OF NONDISTRICT PERSONNEL	2002 & Previous	1
1101	ACKNOWLEDGEMENT OF SAFETY RULES	2007 & Previous	1
1102	ADMINISTRATIVE CORRESPONDENCE FILES	2007 & Previous	1
1104	CONFINED ENTRY PERMIT	2002 & Previous	1
1105	CONSTRUCTION CONTRACTS (INCLUDES INSPECTION REPORT, RECEIPT OF SAFETY RULES, PRECONSTRUCTION MEETING ATTENDANCE LISTING, ETC.)	1999 & Previous	1
1106	ESCAPE PACK USE REPORT (OXYGEN)	2002 & Previous	1
1107	FIRE REPORT	2002 & Previous	1
1108	JOB SAFETY CHECKLIST	2007 & Previous	1
1109	MATERIAL SAFETY DATA SHEETS	1999 & Previous	1

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after December 31, 2009

 1-8-10
 Signature Date

Jacqueline Torres, Director of Finance/Clerk

Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 1st Floor East State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

Directions:

1. Prepare two (2) copies.
2. Sign and send original to above address sixty
3. (60) days prior to disposal date.
3. Retain records until approved copy is returned

Application #: 03-02C
 County: Cook
 From: MWRDGC GA Department
 Address: 100 East Erie Street
Chicago, IL 60611
 Telephone: (312) 751-6659

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
	SAFETY HEADQUARTERS RECORDS (CONTINUED)		
1110	MEDICAL RECORDS AND TEST RESULTS (EMPLOYEES)	2004 & Previous	1
1111	MONTHLY FIRST AID ACTIVITY REPORTS - STATISTICAL	2007 & Previous	1
1112	SAFETY EQUIPMENT DEFICIENCY LIST	2007 & Previous	1
1113	SAFETY INSPECTION CHECKLIST	2007 & Previous	1
1114	SAFETY TRAINING RECORDS (EMPLOYEES)	2007 & Previous	1
1115	SAFETY TRAINING SUMMARY/TRAINING	2008 & Previous	1
1117	UNSAFE CONDITION REPORT	2007 & Previous	1
1118	WORK ORDERS	2008 & Previous	1

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after December 31, 2009

Jacqueline Torres 1-8-10
 Signature Date

Jacqueline Torres, Director of Finance/Clerk

Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 1st Floor East State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

Directions:

1. Prepare two (2) copies.
2. Sign and send original to above address sixty
3. (60) days prior to disposal date.
3. Retain records until approved copy is returned

Application #: 03-02C
 County: Cook
 From: MWRDGC GA Department
 Address: 100 East Erie Street
Chicago, IL 60611
 Telephone: (312) 751-6659

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
	POLICE HEADQUARTERS RECORDS		
1201	BUILDINGS ENTRY REGISTER (SIGN IN SHEETS)	1998 & Previous	1
1202	CAR CHECK REPORT	2005 & Previous	1
1203	COURT APPEARANCE FORM	1994 & Previous	1 1
1204	DAILY POLICE ASSIGNMENT SHEETS	1998 & Previous	1
1205	FIELD CONTACT CARDS	2005 & Previous	1
1207	GATE RECORDS FOR VISITORS AND TRUCKS	2007 & Previous	1
1208	JUVENILE RELEASE FORMS	1996 & Previous	1
1209	MATERIAL PASS (IN AND OUT OF PLANT)	2002 & Previous	1

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after December 31, 2009

Jacqueline Torres 1-8-10
 Signature Date

Jacqueline Torres, Director of Finance/Clerk

Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 1st Floor East State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

Directions:

1. Prepare two (2) copies.
2. Sign and send original to above address sixty
3. (60) days prior to disposal date.
3. Retain records until approved copy is returned

Application #: 03-02C
 County: Cook
 From: MWRDGC GA Department
 Address: 100 East Erie Street
Chicago, IL 60611
 Telephone: (312) 751-6659

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
	POLICE HEADQUARTERS RECORDS (CONTINUED)		
1210	MOTOR VEHICLE INCIDENT REPORT	1998 & Previous	1
1211	OFFENSE/INCIDENT REPORT	1994 & Previous (Except for major felonies i.e., murder, arson, etc)	1 1
1212	POLICE OFFICER'S DAILY ACTIVITY LOG	2000 & Previous	1
1213	POLICE RADIO LOG	1998 & Previous	1
1215	REPORT CONTROL LOG	1996 & Previous	1
1216	POLICE CHECK RECORDS - EMPLOYEES	1995 & Previous	1
1218	TRAFFIC ACCIDENT REPORT	1994 & Previous	1
1220	VEHICLE MILEAGE & EXPENSE REPORT	2004 & Previous	1
1221	WATCH COMMANDER'S INVENTORY	2005 & Previous	1

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after December 31, 2009

Jacqueline Torres 1-8-10
 Signature Date

Jacqueline Torres, Director of Finance/Clerk

Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 1st Floor East - State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

Application #: 03-02C

County: Cook

From: MWRDGC M&R Department

Directions:

1. Prepare two (2) copies.
2. Sign and send original to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

Address: 100 East Erie Street

Chicago, IL 60611

Telephone: (312) 751-6659

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
2001	<p style="text-align: center;"><u>IWD-Enforcement</u></p> <p>Company Files</p>	1998-1999	76

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after December 31, 2009

Jacqueline Torres 1-8-10
 Signature Date

Jacqueline Torres, Director of Finance/Clerk
 Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 1st Floor East State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

Directions:

1. Prepare two (2) copies.
2. Sign and send original to above address sixty
3. (60) days prior to disposal date.
3. Retain records until approved copy is returned

Application #: 03-02C

County: Cook

From: MWRDGC-IM&R Department

Address: 100 East Erie Street

Chicago, IL 60611

Telephone: (312) 751-6659

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
2201	USER CHARGE "CUSTOMER" FILES	1990-2003	36

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after 12/31/09

Jacqueline Torres 1-8-10
 Signature Date

Jacqueline Torres, Director of Finance/Clerk

Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 1st Floor East - State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

Directions:

1. Prepare two (2) copies.
2. Sign and send original to above address sixty
3. (60) days prior to disposal date.
3. Retain records until approved copy is returned

Application #: 03-02C

County: Cook

From: MWRDGC M&R Department

Address: 100 East Erie Street
Chicago, IL 60611

Telephone: (312) 751-6659

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
1901	Industrial Waste Administrative Section (191) Contracts, agreements and leases	1996-1998	2 - 2.5

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after December 31, 2009

Jacqueline Torres 1-8-10
 Signature Date

Jacqueline Torres, Director of Finance/Clerk

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 1st Floor East - State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

Application #: 03-02C

County: Cook

From: MWRDGC M&R Department

Directions:

1. Prepare two (2) copies.
2. Sign and send original to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

Address: 100 East Erie Street

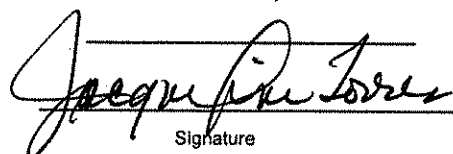
Chicago, IL 60611

Telephone: (312) 751-6659

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
ANALYTICAL LABORATORIES DIVISION Section 167 Calumet Analytical Laboratory			
2400	General Administration Files (Old Employee Files) – Box 82	1989-1995	2
2400	General Administration Files (Archived Quality Assurance Plans) – Box 87	2001	2
2301	Analytical raw Data (Plant Analytical Data) – Box 92	1998-2000	2
2306	Quality Assurance/Quality Control Data (Control Chart Chart Summaries) – Box 93	2002-2003	2
2301	Analytical Raw Data (Solids Section Worksheets) – Box 95	2002	2
2301	Analytical Raw Data (IW and Solids Section Worksheets) – Box 96	2001-2002	2
2402	Laboratory Forms (Chain of Custody Forms A-C) – Box 97	2003	2
2402	Laboratory Forms (Timesheets, Morning Reports, Aliquot Transfer Form, Chain of Custody D) – Box 98	2003	2
2301	Analytical Raw Data (Trace Metal Worksheets) – Box 99	2003	2
2301	Analytical Raw Data (Trace Metal Worksheets) – Box 101	2003	2
2306	Quality Assurance/Quality Control Data (Alkalinity and TKN Control Charts) – Box 102	2003	2
2301	Analytical raw Data (Total Solids and pH Worksheets) – Box 104	2003	2
2301	Analytical Raw Data (Total Solids Worksheets and QA Logs) – Box 105	2000-2003	2
2301	Analytical Raw Data (Volatile Acid, Phenol and FOG Worksheets) – Box 106	2001-2003	2
2301	Analytical Raw Data (Plant Analytical Data) – Box 144	2001-2002	2
2301	Analytical Raw Data (Plant Analytical Data) – Box 145	2002-2003	2
2301	Analytical Raw Data (Plant Analytical Data) – Box 146	2003	2

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after December 31, 2009

 1-8-10
 Signature Date

Jacqueline Torres, Director of Finance/Clerk
 Please print name and title on the line above

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 1st Floor East - State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

Directions:

1. Prepare two (2) copies.
2. Sign and send original to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

Application #: 03-02C
 County: Cook
 From: MWRDGC – M&R Department
 Address: 100 East Erie Street
Chicago, IL 60611
 Telephone: (312) 751-6659

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
	ENVIRONMENTAL MONITORING AND RESEARCH DIVISION Section 128 – Radiochemistry/Experimental Design and Evaluation		
2800	Administrative Correspondence Reference Files	1986-2005	5
509	Purchase Requisitions	1986-2005	2.5
3207	Instrument Raw Data from Radiology Projects	1975-2003	10.0
3203	Log Books	1991-2003	2.5
3202	Radiology Raw Data	1975-2000	5
2002	USEPA Inter Comparison Studies Program	1986-2003	2.5
2606	Water Quality Raw Data	1975-1998	5.0

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after December 31, 2009.

Jacqueline Torres 1-8-10
 Signature Date

Jacqueline Torres, Director of Finance/Clerk

Please print name and title on the line above

LR-4.10

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 1st Floor East - State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

Directions:

1. Prepare two (2) copies.
2. Sign and send original to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

Application #: 03-02C

County: Cook

From: MWRDGC - M&R Department

Address: 100 East Erie Street
Chicago, IL 60611

Telephone: (312) 751-6659

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
2700	ENVIRONMENTAL MONITORING AND RESEARCH DIVISION Section 126 - Aquatic Ecology and Water Quality Analytical Data Files Weekly Dissolved Oxygen Monitoring Reports	1998-2003	37.5

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after December 31, 2009.

Jacqueline Torres 1-8-10
 Signature Date

Jacqueline Torres, Director of Finance/Clerk

Please print name and title on the line above

LR-4.10

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 1st Floor East - State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

Application #: 03-02C
 County: Cook
 From: MWRDGC - M&R Department
 Address: 100 East Erie Street
Chicago, IL 60611
 Telephone: (312) 751-6659

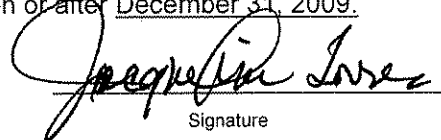
Directions:

1. Prepare two (2) copies.
2. Sign and send original to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
	ENVIRONMENTAL MONITORING AND RESEARCH DIVISION		
	Section 124 – Analytical Microbiology and Biomonitoring		
2802	Laboratory Log (Sample Receipts)		
	Fish culture logs	1990-1994	2.5
	C. dubia/Daphnia culture logs	1989-1993	
	Algae culture logs	1989-1993	
	Fish culture logs	1994-2000	2.5
	Fathead minnow culture logs	2000-2003	3.0
	Bioassay lab logs	1985-1992	
	Acute and chronic test bench sheets	2001-2002	3.0
2403	Progress Reports		
	Weekly Lab Activities Reports	1998-2000	1.5
2801	Laboratory Test Results		
	Whole Effluent Toxicity test reports	1988-2001	1.0
	Biomonitoring Reports	1988-1991	3.0
	Acute Whole Effluent Toxicity test results	1993-1995	1.5
	Reference Toxicity test results	1990-1995	1.5
	Acute Whole Effluent Toxicity test results	1991-1992	1.5
	Whole Effluent Toxicity test results	1989-1990	1.5

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after December 31, 2009.

 1-8-10
 Signature Date

Jacqueline Torres, Director of Finance/Clerk

Please print name and title on the line above

LR-4.10

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 1st Floor East - State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

Directions:

1. Prepare two (2) copies
2. Sign and send original to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

Application #: 03-02C
 County: Cook
 From: MWRDGC –
 M&R Department
 Address: 100 E. Erie St., Chicago, IL 60611
 Telephone: 312-751-6659

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
	ENVIRONMENTAL MONITORING & RESEARCH DIVISION		
	Section 123 – Land Reclamation and Soil Science		
3101	Progress Reports Fulton County Monitoring Reports	1999-2000	1
3100	Administrative Correspondence Reference Files Project work personnel, work schedule and summary	6/78-10/84 9/85, 8/86, 11/86	.25
	Correspondence for work to lab and field personnel Correspondence for Flag Computer Program	5/75, 2/89	1.0
3103	Run Off Retention Basins Raw Data Unevaluated raw data	1989	.25
3104	Sewage Sludge Analyses Raw Data Analysis of digested sludge applied to land Fulton County field, crop, sewage, sludge and supernatant Data	4/86-5/86 1997, 1998 revised, 1978 original, 1993 revised	.5

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after December 31, 2009

Jacqueline Torres 1-8-10
 Signature Date

Jacqueline Torres, Director of Finance/Clerk

Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 1st Floor East - State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

Directions:

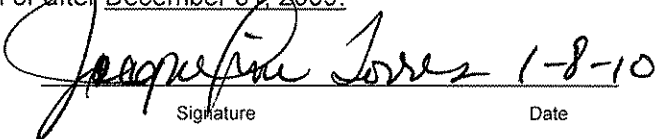
1. Prepare two (2) copies.
2. Sign and send original to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned

Application #: 03-02C
 County: Cook
 From: MWRDGC - M&R Department
 Address: 100 East Erie Street
Chicago, IL 60611
 Telephone: (312) 751-6659

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
	ANALYTICAL LABORATORIES DIVISION Section 166 – Egan Analytical Laboratory		
2400	EAL 000001 OT Reports & Daily time sheets (Admin. Correspondence and Reference files)	2004	3
2400	EAL 000002 Memos (Duplicate Admin. Files)	2002-2004	3
2400	EAL 000003 (Duplicate Admin. Files)	1998-2002	3
2306	EAL 000004 Quality Control Charts	1998-2005	3
2306	EAL 000005 Quality Control Charts	1999	3
2306	EAL 000006 Quality Control Charts	2000	3
2306	EAL 000007 Quality Control Charts	2001	3
2306	EAL 000008 Quality Control Charts	2001	3
2306	EAL 000009 Quality Control Charts	2002	3
2306	EAL 000010 Quality Control Charts	2004	3
2306	EAL 000011 Quality Control Charts	2004	3
2302	EAL 000019 BOD Bench Sheets – Hypo	2003-2004	3
2400	EAL 000021 Supply Request Forms for Lab (Misc. Admin. Files)	2002	3
2308	EAL 000022 Sample Custody Sheet Receipts	1997-2000	3

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after December 31, 2009.


 Signature _____ Date 1-8-10

Jacqueline Torres, Director of Finance/Clerk

Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 1st Floor East - State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

Directions:

1. Prepare two (2) copies
2. Sign and send original to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

Application #: 03-02C

County: Cook

From: MWRDGC - M&R Department

Address: 100 E. Erie St., Chicago, IL 60611

Telephone: 312-751-6659

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
2306, 2308	ANALYTICAL LABORATORIES DIVISION Section 165 - Organic Compounds Analytical Laboratory Sample Reports & Control Charts TRM Box #OCL00017, OCL00018, OCL00019, OCL00020, OCL00021, OCL00022	2003	6

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after December 31, 2009

Jacqueline Torres 1-8-10
 Signature Date

Jacqueline Torres, Director of Finance/Clerk

Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 1st Floor East - State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

Directions:

1. Prepare two (2) copies
2. Sign and send original to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

Application #: 03-02C
 County: Cook
 From: MWRDGC -
 M&R Department
 Address: 100 E. Erie St., Chicago, IL 60611
 Telephone: 312-751-6659

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
	ANALYTICAL LABORATORIES DIVISION Section 164 - Industrial Waste Analytical Laboratory		
2301	Analytical reports, charts and graphs	2002	45
2302	BOD bench sheets	8/10/01-10/23/02	9
3304	Miscellaneous chain of custody documents	2002	6
2308	Sample receipts	12/4/01-11/21/02	12

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after December 31, 2009

Jacqueline Torres 1-8-10
 Signature Date
 Jacqueline Torres, Director of Finance/Clerk

Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 1st Floor East - State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

Directions:

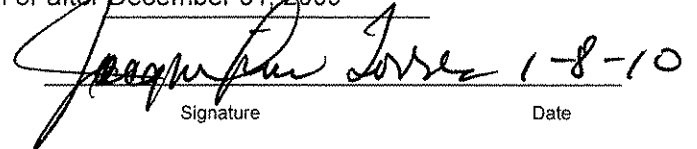
1. Prepare two (2) copies
2. Sign and send original to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

Application #: 03-02C
 County: Cook
 From: MWRDGC – M&R Department
 Address: 100 E. Erie St., Chicago, IL 60611
 Telephone: 312-751-6659

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
	ANALYTICAL LABORATORIES DIVISION Section 162 – Stickney Analytical Laboratory		
2301	Analytical Data Files – BOX-SAL000002	2004	2
2400	Admin. Correspondence – Duplicate Timesheets BOX-ADM000001	2001	2
2400	Admin. Correspondence – Duplicate Timesheets BOX-ADM000002	2002	2
2400	Admin. Correspondence – Duplicate Timesheets BOX-ADM000003	2004	2
2307	QC Files – BOX-ADM000004	2003	2
2402	Lab Data Logs – BOX-ADM000005	2001	2
507	Purchase Orders – BOX-ADM000007	2003	2
507	Purchase Orders – BOX-ADM000008	1996-2001	2
2307	QC Files – BOX-ADM000009	2003	2
2301	Analytical Data Files – BOX-ADM000010	2001-2004	2
507	Purchase Orders – BOX-ADM000011	1998-2002	2
2307	QC Files – BOX-ADM000012	2004	2

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after December 31, 2009


 Signature _____ Date 1-8-10
 Jacqueline Torres, Director of Finance/Clerk

Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 1st Floor East - State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

Directions:

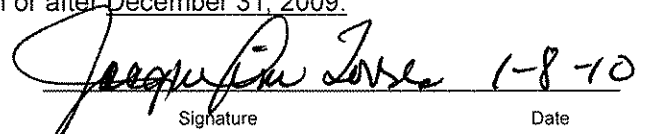
1. Prepare two (2) copies.
2. Sign and send original to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned

Application #: 03-02C
 County: Cook
 From: MWRDGC - M&R Department
 Address: 100 East Erie Street
Chicago, IL 60611
 Telephone: (312) 751-6659

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
2307	QC Files – BOX-ADM000013	2001-2004	2
2307	QC Files – BOX-ADM000014	1999-2004	2
2307	QC Files – BOX-ADM000015	2003	2
507	Purchase Orders – BOX-ADM000016	1998-2004	2
2307	QC Files – BOX-ADM000018	2001	2
2400	Admin. Correspondence – Duplicate Timesheets BOX-ADM000019	2003	2
2307	QC Files – BOX-ADM000020	2000-2002	2
2307	QC Files – BOX-ADM000021	2002-2003	2
2402	Lab Data Logs – BOX-ADM000022	2004	2
419	Personnel Requisitions – BOX-ADM000023	2004	2
2307	QC Files – BOX-ADM000024	2001-2002	2
2307	QC Files – BOX-ADM000025	1999-2003	2
2402	Lab Data Logs, Budget, SOPs, Misc Office Files BOX-SAL000004	2002-2004	2

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after December 31, 2009.


 Signature Date

Jacqueline Torres, Director of Finance/Clerk

Please print name and title on the line above

LR-4.10

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 1st Floor East - State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

Directions:

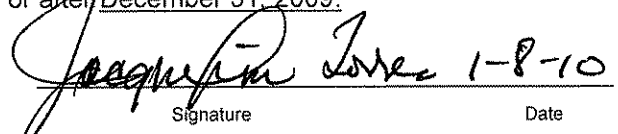
1. Prepare two (2) copies.
2. Sign and send original to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

Application #: 03-02C
 County: Cook
 From: MWRDGC – M&R Department
 Address: 100 East Erie Street
Chicago, IL 60611
 Telephone: (312) 751-6659

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
2400	Misc. Office Files – BOX-SAL000051	2002-2003	2
2400	NPDES, AMSA Memos & Reports BOX-SAL000052	1998-2002	2
2500	Plant Lab Data Sheets – BOX-SAL000054	2002-2003	2
2500	Solids Worksheets – BOX-SAL000055	2004	2
2500	Solids Manuals – BOX-SAL000056	2004	2
2500	Nutrients Lab Charts – BOX-SAL000057	2003-2004	2
2308	Chain of Custody – BOX-SAL000058	2003-2004	2
2500	Lachat Data – BOX-SAL000061	2003	2
2500	Lachat Data – BOX-SAL000062	2003	2
2308	Chain of Custody – BOX-SAL000063	2004	2
2500	Lab Test Results – BOX-SAL000001	2004	2
2308	Chain of Custody – BOX-SAL000065	2003-2004	2
2500	Solids Charts – BOX-SAL000066	2003	2
3300	Plant Lab Chain of Custody – BOX-SAL000067	2003	2

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after December 31, 2009.


 Signature Date

Jacqueline Torres, Director of Finance/Clerk

Please print name and title on the line above

LR-4.10

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 1st Floor East - State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

Directions:

1. Prepare two (2) copies.
2. Sign and send original to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

Application #: 03-02C

County: Cook

From: MWRDGC – M&R Department

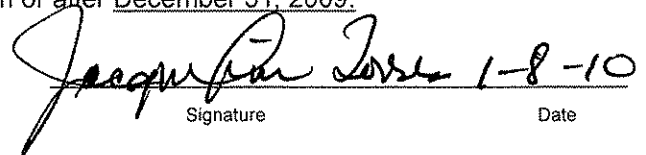
Address: 100 East Erie Street
Chicago, IL 60611

Telephone: (312) 751-6659

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
2804	Boil Water Analysis – BOX-SAL000068	2003-2008	2
2500	Solids Worksheets – BOX-SAL000069	2003	2
2500	Nutrients Lab Data – BOX-SAL000070	2004	2
2500	Nutrients Lab Data, Misc., Logs – BOX-SAL000071	2004	2
2500	Plant Lab Data – BOX-SAL000072	2003	2
2500	Misc. Office Files and Worksheets – BOX-SAL000073	1991-2004	2
2500	Trace Metals Run Sheets – BOX-SAL000104	2003	2
2500	Trace Metals Run Sheets – BOX-SAL000105	2002-2003	2
2500	Trace Metals Run Sheets – BOX-SAL000106	2002	2
2500	Trace Metals Run Sheets – BOX-SAL000107	2002-2003	2
2500	Trace Metals Run Sheets – BOX-SAL000108	2002-2003	2
2500	Trace Metals Worksheets – BOX-SAL000109	2003	2
2500	Trace Metals Run Sheets – BOX-SAL000110	2003	2
2500	Trace Metals Run Sheets – BOX-SAL000111	2003	2
2500	Trace Metals Run Sheets – BOX-SAL000112	2003	2
2500	Trace Metals Run Sheets – BOX-SAL000113	2002-2003	2
2500	Trace Metals Run Sheets – BOX-SAL000114	2002-2003	2
2500	Trace Metals Run Sheets – BOX-SAL000115	2003	2
2500	Trace Metals Run Sheets – BOX-SAL000116	2002-2004	2
2500	Trace Metals Run Sheets – BOX-SAL000117	2003	2

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after December 31, 2009.


 Signature Date

Jacqueline Torres, Director of Finance/Clerk

Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
 1st Floor East - State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

Directions:

1. Prepare two (2) copies
2. Sign and send original to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

Application #: 03-02C

County: Cook

From: MWRDGC –
M&R Department

Address: 100 E. Erie St., Chicago, IL 60611

Telephone: 312-751-6659

APPLICATION ITEM NO.	Record Series	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
2500	Trace Metals Worksheets – BOX-SAL000118	2002-2003	2
2400	Misc. Office Files – BOX-SAL000119	2003	2
2400	ST-IRIS, CR+6, MET AS-QFAA – BOX-SAL000120	1991-2003	2
2500	Trace Metals Run Sheets – BOX-SAL000121	2003	2
2400	IRIS Met IW Precision Control Charts – BOX-SAL000122	2000-2003	2
2400	Hg Worksheets – BOX-SAL000123	2003	2
2306	Furnace Control Charts, Cr6 Worksheets, Soluble Metals Control Charts, Met Worksheets – BOX-SAL000124	1999-2003	2
2400	Worksheets and Misc. Office Files – BOX-SAL000125	1995-2002	2
2306	QA/Control Charts – BOX-SAL000126	2003	2
2306	QA/Control Charts – BOX-SAL000127	2003	2
2306	QA Charts – BOX-SAL000130	2003	2

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed on or after December 31, 2009

Jacqueline Torres 1-8-10
 Signature Date

Jacqueline Torres, Director of Finance/Clerk

Please print name and title on the line above