RECORDS DISPOSAL CERTIFICATE SUPPLEMENTAL PAGE

APPLICATION NO.: 03-002C

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	2018	NEG
901	Administrative Files & Gen & Adm Correspondence	2018	NEG
902	Building Maintenance Records routine	2017	NEG
	Capital Improvement	2009	NEG
903	Equipment Maintenance Records disposed equip	2018	NEG
	Public Affairs Records		
1000	Administrative Files & Gen & Adm Correspondence	2018	NEG
1001	Annual Reports District	2012	NEG
1005	News Clippings	2018	NEG
1008	Video, Movies Info Presentations use complete	2018	NEG
	Police Headquarters Records		
1200	Administive Files & Admin & Gen Correspondence	2018	NEG
1201	Buildings Entry Register (Sign In Sheets)	2017	1 Cu. Ft.
1202	Car Check Report	2017	1 Cu. Ft.
1203	Court Appearance Form	2017	1 Cu. Ft.
1204	Daily Police Assignment Sheets	2017	1 Cu. Ft.
1205	Field Contact Cards	2017	1 Cu. Ft.
1206	Gate Records for District Employees	2017	NEG
1207	Gate Records for Visitors and Trucks	2017	1 Cu. Ft.
1208	Juvenile Release Forms	2017	1 Cu. Ft.
1209	Material Pass (in and out of plants)	2017	1 Cu. Ft.
1210	Motor Vehicle Incident Report	2012	1 Cu. Ft.
1211	Offense/Incident Reports (except felonies)	2012	1 Cu. Ft.
1212	Police Officer's Daily Activity Log	2017	1 Cu. Ft.
1213	Police Radio Log	2009	1 Cu. Ft.
1214	Police Telephone Log	2017	NEG
1215	Report Control Log	2012	1 Cu. Ft.
1216	Police Check Records - Employees	2014	1 Cu. Ft.
1217	Security Vehicle Inspection Reports daily checklist	2017	NEG
1218	Traffic Accident Report	2012	1 Cu. Ft.
1219	Traffic Violation Notices	2018	NEG
1220	Vehicle Mileage & Expense Report	2017	1 Cu. Ft.
1221	Watch Commander's Inventory	2017	1 Cu. Ft.