RECORDS DISPOSAL CERTIFICATE SUPPLEMENTAL PAGE

APPLICATION NO.: 03:002C

COUNTY: Cook

FROM: MWRD-Maintenane and Operations
(Agency, Division)

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
	Maintenance and Operation Department-continued		
415	Partial Receiving Reports	2013-2016	NEG
416	Payment Authorizations	2011-2012	4 Cu. Ft.
417	Personnel Action Forms copies	2016-2017	44 Cu. Ft.
419	Personnel Requisitions	2016-2017	10.5 Cu. Ft.
420	Plant Operating Logs daily/weekly	2015-2016	NEG
	Other Records	2008-2009	NEG
422	Probationary Progress Reports terminated employe	2013-2014	1 Cu. Ft.
423	Promotional Requests	2016-2017	.5 Cu. Ft.
424	PO's and Requisitions	2016-2017	4 Cu. Ft.
425	PO Change Notices	2016-2017	NEG
426	Recording Chart Records daily/weekly	2015-2016	8.4 Cu. Ft.
	Other records	2008-2009	NEG
427	Request for Timesheets Corrections	2016-2017	NEG
429	Storeroom Orders superseded	TBD	NEG
430	Time Records	2016-2017	1 Cu. Ft.
431	Training Logs	2011-2012	NEG
432	Transfer Requests	2016-2017	12 Cu. Ft.
433	Treatment Process Logs daily/weekly	2015-2016	4 Cu. Ft.
	Other Records	2008-2009	NEG
434	Tuition Reimbursement Forms copies	2015-2016	NEG
435	Vacancy Notifications	2013-2014	4.2 Cu. Ft.
436	Work/Job Orders	2018-2019	1 Cu. Ft.
437	Work/Job Order Summaries	2016-2017	1 Cu. Ft.
438	Complaints	2013-2016	NEG
439	Interceptor Rehabilitation Program Files no historical	2008-2009	NEG
441	Licenses and Inspections cancelled or expired	2008-2009	NEG
442	Operating Permits superseded or completed	2008-2009	NEG
443	Permits and Easement Correspondence superseded	2008-2009	NEG
444	Sewer Atlas Files copies superseded	TBD	NEG