Print Reset

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 03:002C

COUNTY: Cook

FROM: MWRD-Maintenance and Operatio
(Agency Division)

ADDRESS: 100 E. Erie
(Street, P.O. Box)

Chicago 60611
(City, ZIP Code)

CONTACT TELEPHONE: (312) 751-5600

CONTACT EMAIL: TorresJ@mwrd.org

TO: Local Records Commission
Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

Directions:

1. Fill in all blanks and columns.
2. Application item numbers must be listed in numerical order.
3. Record series titles must be listed as they appear on application.
4. Sign and send certificate to above address sixty (60) days prior to disposal date.
5. Retain records until approved copy is returned.
6. This form can be found online at http://www.cyberdriveillinois.com/.

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES (MONTH/YEAR)	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
	Maintenance and Operation Department		
400	Administrative Files and General and Administrative Corre	2017-2018	8.5 Cu. Ft.
401	Accounts Payable Records	2011-2012	12 Cu. Ft.
402	Budget and Work Papers	2016-2018	2 Cu. Ft.
403	Contract Files terms completed	2008-2013	35 Cu. Ft.
	Copies completed terms	2013-2014	4 Cu. Ft.
404	Construction Records no plans, specs	2008-2009	NEG
405	Crossover Charges	2015-2016	NEG
407	Energy Records	2008-2009	6.2 Cu. Ft.
408	Equipment Records disposed equipment only	2017-2018	4 Cu. Ft.
409	Expense Reimbursement Records	2011-2012	2 Cu. Ft.
410	Gate Sheets	2016-2017	2 Cu. Ft.
411	MSD Sheets no longer stored or used/no OSHA records	2008-2009	NEG
412	Monthly Operating Reports	2008-2009	42 Cu. Ft.
413	Operating Log Sheets	2008-2009	13 Cu. Ft.
	Daily Weekly Sheets	2015-2016	1 Cu. Ft.
414	Operating Reports daily/weekly	2015-2016	1 Cu. Ft.
	Other Records	2008-2009	1 Cu. Ft.
415	Operation Check Sheets daily/weekly	2015-2016	1 Cu. Ft.
	Other Records	2008-2009	1 Cu. Ft.
			Total Volume from all pages Cu. Ft. 231.3 MB/GB _____

If any of the above records are microfilmed, I hereby certify that they have been reproduced in compliance with standards given in Sections 4000.50 and 4500.50 of the Regulations of the Local Records Commissions.
If the records are digitized, I certify that they have been reproduced in compliance with standards given in Sections 4000.70 / 4500.70 and will be maintained in compliance with standards given in Sections 4000.80 / 4500.80 of the Regulations of the Local Records Commissions.

_____
(Signature required only if records have been microfilmed or digitized)

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 _____ Approved by ILSOS _____

Signature _____ Date _____

Jacqueline Torres, Clerk/Director of Finance
Print name and title on line above

Prepared by: _____