Print Reset

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 03-002C

COUNTY: Cook

FROM: MWRDGC - Finance Dept.
(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@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)
	Finance Department		
200	Acrrued Expense Report	2012	NEG
201	Annual Budget	2012	NEG
202	Appropriation Ledger Report	1969	NEG
203	Basic Four Fixed Assets System	2019	NEG
205	Budget Trial Balance	2017	NEG
206	Budget Work Sheets	2017	NEG
207	Cancelled Checks, Bank Statements, and Deposit Slips	2012	NEG
208	Cash Disbursement Listings - Monthly	2017	NEG
209	Certified Payroll Registers	2012	NEG
210	Clerk's Receipt and Disbursement Report	2012	NEG
211	Clerk's Revolving Fund Recrds, Invs, Vouchers, Checks	2012	NEG
212	Closed Orders Report	2017	NEG
213	Contracts Completed	2009	NEG
214	Contract Status Ledger	2012	NEG
215	Cost Analysis Report - Annual	2012	NEG
216	Daily Timesheets	2017	63.6 Cu. Ft.
217	Employee Expense Registers and Invoices	2012	4.8 Cu. Ft.
218	Engineering Project Cost Distribution	2019	NEG
219	Finance Correspondence File	2018	NEG
			Total Volume from all pages Cu. Ft. 136.8 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: _____