RECORDS DISPOSAL CERTIFICATE

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 or email to recordsmgt@ilsos.gov.
5. Retain records until approved copy is returned.

APPLICATION #: 03:002C

COUNTY: Cook

FROM: MWRDGC - Finance Dept
(Agency Division)

ADDRESS: 100 East Erie Street
(Street, P.O. Box)
Chicago, IL
(City, ZIP)

CONTACT TELEPHONE: (312) 751-5600

CONTACT EMAIL: TorresJ@mwrd.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
201	Annual Budget	2015-2016	NEG
203	Basic Four Fixed Assets System	2022-2023	NEG
205	Budget Trial Balance	2020-2021	NEG
206	Budget Work Sheets	2020-2021	NEG
207	Cancelled Checks, Bank Statements, and Deposit Slips	2015-2016	NEG
208	Cash Disbursement Listings-Monthly	2020-2021	NEG
209	Certified Payroll Registers	2015-2016	NEG
210	Clerk's Receipt and Disbursement Report	2015-2016	NEG
212	Closed Orders Report	2015-2016	NEG
213	Contracts	2012-2013	48 CF
214	Contract Status Ledger	2015-2016	NEG
215	Cost Analysis Report-Annual	2015-2016	NEG
216	Daily Time Sheets	2020-2021	NEG
217	Employees Expense Registers And Invoices	2015-2016	4.8 CF
218	Engineering Project Cost Distribution	2022-2023	NEG
219	Finance Correspondence File	2021-2022	NEG

Total Volume from all pages

Cu. Ft. 80.2

MB/GB _____

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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.

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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:

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Disposal date set by the ILSOS — Approved by ILSOS

_____ _____
Signature of the Agency Official — Submission Date

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

Prepared by: _____

RECORDS DISPOSAL CERTIFICATE
SUPPLEMENTAL PAGE

APPLICATION NO.: 03:002C

COUNTY: Cook

FROM: MWRDGC - Finance Dept
(Agency, Division)

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
220	Fixed Assets System Reports	2015-2016	NEG
221	Grants Report	2019-2020	NEG
222	Internal Audit Documents (Work Papers)	2020-2021	NEG
223	Journal Entries And Working Ledger Sheets	2022-2023	NEG
224	Minutes		
	Duplicates	2021-2022	NEG
226	Open Order Report	2015-2016	NEG
227	Overtime And Holiday Time Earned Reports	2020-2021	NEG
228	Paid Bills And Invoices With Purchase Order Copies	2015-2016	NEG
229	Payment Vouchers	2015-2016	NEG
230	Payroll Data Books - Biweekly (Printouts)	2020-2021	NEG
231	Payroll Distribution System Annual Report	2015-2016	NEG
232	Payroll Exceptions/Adjustment (Biweekly)	2020-2021	NEG
234	Project Cost Accounting Edits And Updates	2020-2021	NEG
235	Project Cost Analysis Reports	2015-2016	NEG
236	Real Estate Rental Reports	2020-2021	
	Monthly	2020-2021	NEG
237	Sick And Vacation Report	1989-1990	NEG
240	Unsuccessful Contracts & Bids	2019-2020	NEG
241	User Charge Billings	2015-2016	24.0 CF
242	User Charge Reports	2015-2016	NEG
243	Vendor Payment Register-Annual Report	2015-2016	NEG
245	General And Administrative Correspondence	2021-2022	NEG

RECORDS DISPOSAL CERTIFICATE

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217-782-7075

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5. Retain records until approved copy is returned.

APPLICATION #: 03:002C

COUNTY: Cook

FROM: MWRDGC - Law Dept
(Agency Division)

ADDRESS: 100 East Erie Street
(Street, P.O. Box)
Chicago, IL 60611
(City, ZIP)

CONTACT TELEPHONE: (312) 751-5600

CONTACT EMAIL: TorresJ@mwrd.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
301	Legal Files (Lawsuits)	2019-2020	56 CF
			Total Volume from all pages Cu. Ft. 56 MB/GB _____

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Signature of the Agency Official — Submission Date

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

Prepared by: _____

RECORDS DISPOSAL CERTIFICATE

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

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5. Retain records until approved copy is returned.

APPLICATION #: 03:002C

COUNTY: Cook

FROM: MWRDGC - Maintenance And Operations Dept
(Agency Division)

ADDRESS: 100 East Erie Street
(Street, P.O. Box)
Chicago, IL 60611
(City, ZIP)

CONTACT TELEPHONE: (312) 751-6500

CONTACT EMAIL: TorresJ@mwrd.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
400	Administrative Files	2020-2021	7.0 CF
401	Accounts Payable Records	2008-2015	1.5 CF
402	Budget And Work Papers	2013-2016	3.0 CF
403	Contract Records		
	Duplicates And Originals	2005-2013	12.0 CF
404	Construction Records		
	No Plans, Drawings or Specs	2005-2008	7.0 CF
405	Crossover Charges	2012-2015	NEG
407	Energy Records	2005-2008	2.0 CF
408	Equipment Records	2015-2017	3.0 CF
409	Expense Reimbursement Records	2008-2011	2.0 CF
410	Gate Sheets	2013-2016	4.0 CF
411	Material Safety Data Sheets		
	Material Safety Data Sheets (MSD) Only	2005-2008	1.0 CF
412	Monthly Operating Report	2005-2012	5.0 CF
413	Operating Log Sheets	2005-2008	5.0 CF
	Daily & Weekly Sheets	2012-2015	5.0 CF
414	Operating Reports		
	Weekly Operating Summaries	2007-2015	5.0 CF
	Other Records In Series	2007-2013	NEG

Total Volume from all pages

Cu. Ft. 113

MB/GB _____

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

Prepared by: _____

RECORDS DISPOSAL CERTIFICATE SUPPLEMENTAL PAGE

APPLICATION NO.: 03:002C

COUNTY: Cook

FROM: MWRDGC - Maint. And Operations
(Agency, Division)

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
415	Operation Check Sheets	2015-2016	NEG
221	Daily And Weekly	2007-2015	NEG
222	Other Records In Series	2007-2013	NEG
415	Partial Receiving Reports	2013-2016	NEG
416	Payment Authorizations	2008-2011	0.5 CF
417	Personnel Action Forms (Duplicates)	2013-2016	4.0 CF
418	Personnel Records	2015-2016	NEG
227	Transfer to HR	1981-2020	1.0 CF
419	Personnel Requisitions	2013-2016	1.0 CF
420	Plant Operating Logs	2015-2016	NEG
230	Daily And Weekly	2007-2015	5.0 CF
231	Other Records In Series	2007-2013	NEG
422	Probationary Progress Reports	2010-2013	6.0 CF
423	Promotional Requests	2013-2016	NEG
424	Purchase Order And Requisitions	2017-2019	NEG
425	Purchase Order Change Notices	2017-2019	NEG
426	Recording Chart Records	2020-2021	NEG
237	Daily And Weekly	2009-2019	NEG
240	Other Records In Series	2009-2013	NEG
427	Requests For Time Sheet Corrections	2017-2019	NEG
429	Storeroom Codes	2018-2020	NEG
430	Time Records	2017-2020	5.0 CF
431	Training Log	2012-2015	5.0 CF
432	Transfer Requests	2017-2019	1.0 CF
433	Treatment Process Logs		
	Daily And Weekly	2009-2019	5.0 CF
	Other Records In Series	2009-2013	NEG
434	Tuition Reimbursement Forms (Duplicate)	2016-2019	NEG
435	Vacancy Notifications	2014-2017	NEG
436	Work/Job Orders	2019-2022	5.0 CF
437	Work/Job Order Summaries (Including Computer Printouts And Format)	2017-2019	NEG
438	Complaints	2002-2017	4.0 CF
439	Interceptor Rehabilitation Program Files		
	Non-Historical Summaries	2009-2012	NEG
441	Licenses and Inspections	2009-2012	4.0 CF
442	Operating Permits	2009-2012	2.0 CF
443	Permits And Easements (Duplicates)	2009-2012	NEG
444	Sewer Atlas Files (Copies)	2019-2020	NEG

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Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

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4. Sign and send certificate to above address or email to recordsmgt@ilsos.gov.
5. Retain records until approved copy is returned.

APPLICATION #: 03:002C

COUNTY: Cook

FROM: MWRDGC - Purchasing Dept
(Agency Division)

ADDRESS: 100 East Erie Street
(Street, P.O. Box)
Chicago, IL 60611
(City, ZIP)

CONTACT TELEPHONE: (312) 751-5600

CONTACT EMAIL: TorresJ@mwrd.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
500	Administrative Files	2021-2022	NEG
501	Automobile Repair Files	2020-2021	NEG
502	Budget Working Papers	2020-2021	NEG
503	Contracts		
	Originals	2012-2013	NEG
	Duplicates	2017-2018	NEG
505	Material Issue Requests	2020-2021	NEG
506	Monthly Inventory Activity Reports	2020-2021	NEG
507	Purchase Orders	2020-2021	NEG
508	Purchase Order Logs	2020-2021	NEG
509	Requisition Logs	2020-2021	NEG

Total Volume from all pages

Cu. Ft. 1.0

MB/GB _____

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Signature of the Agency Official — Submission Date

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

Prepared by: _____

RECORDS DISPOSAL CERTIFICATE

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

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APPLICATION #: 03:002C

COUNTY: Cook

FROM: MWRDGC - Treasury Dept
(Agency Division)

ADDRESS: 100 East Erie Street
(Street, P.O. Box)
Chicago, IL 60611
(City, ZIP)

CONTACT TELEPHONE: (312) 751-5600

CONTACT EMAIL: TorresJ@mwrd.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
600	Administrative Files	2011-2017	1 CF
606	Investment Inventory Records	2015-2016	24 CF
			Total Volume from all pages Cu. Ft. 25 MB/GB _____

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

Prepared by: _____

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Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

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APPLICATION #: 03:002C

COUNTY: Cook

FROM: MWRDGC - General Administration Dept
(Agency Division)

ADDRESS: 100 East Erie Street
(Street, P.O. Box)
Chicago, IL 60611
(City, ZIP)

CONTACT TELEPHONE: (312) 751-5600

CONTACT EMAIL: TorresJ@mwrd.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
701	Administrative Correspondence Files	2021-2022	NEG
702	Affirmative Action - Certified Payrolls	2017-2018	NEG
703	Contract Documentation		
	Originals	2012-2013	NEG
	Duplicates	2012-2018	NEG
800	Administrative Correspondence Files	2021-2022	1 CF
801	Budgets	2015-2016	1 CF
802	Budget Work Papers	2020-2021	NEG
900	Administrative Correspondence Files	2021-2022	NEG
901	Administrative Correspondence Files	2021-2022	NEG
902	Building Maintenance Records		
	Capital Improvement Records	2012-2013	NEG
	Routine Maintenance Records	2012-2021	NEG
903	Equipment Maintenance Records	2021-2022	NEG
1103	Accident Report Files	2015-2016	NEG
1200	Administrative Correspondence Files	2021-2022	NEG
1201	Buildings Entry Register (Sign In Sheets)	2020-2021	1 CF
1202	Car Check Report (Security)	2020-2021	1 CF
1203	Court Appearance Form	2020-2021	1 CF

Total Volume from all pages

Cu. Ft. 20.6

MB/GB _____

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Prepared by: _____

RECORDS DISPOSAL CERTIFICATE
SUPPLEMENTAL PAGE

APPLICATION NO.: 03:002C

COUNTY: Cook

FROM: MWRDGC - General Administration
(Agency, Division)

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
1204	Daily Police Assignment Sheet	2020-2021	1 CF
1205	Field Contact Cards (Trespassing, Etc.)	2020-2021	1 CF
1206	Gate Records For District Employees	2020-2021	NEG
1207	Gate Records For Visitors And Trucks	2020-2021	1 CF
1208	Juvenile Release Forms (Parental Signature)	2020-2021	1 CF
1209	Material Pass (In And Out Of Plants)	2020-2021	1 CF
1210	Motor Vehicle Incident Report	2015-2016	1 CF
1211	Offense/Incident Report	2020-2021	NEG
228	Reports That Are Retained For 7 Years Only	2015-2016	1 CF
1212	Police Officers' Daily Activity Log	2020-2021	1 CF
1213	Police Radio Log	2012-2013	1 CF
1214	Police Telephone Log	2020-2021	NEG
1215	Report Control Log	2015-2016	1 CF
1216	Security Check Records - Employees	2017-2018	1 CF
1217	Security Vehicle Inspection Report (Daily Checklist)	2020-2021	NEG
1218	Traffic Accident Report	2015-2016	1 CF
1219	Traffic Violation Notice	2021-2022	NEG
1220	Vehicle Mileage And Expense Report (Copy)	2020-2021	1 CF
1221	Watch Commander's Inventory Sheet	2020-2021	1 CF
241	User Charge Billings	2015-2016	24.0 CF
242	User Charge Reports	2015-2016	NEG
243	Vendor Payment Register-Annual Report	2015-2016	NEG
245	General And Administrative Correspondence	2021-2022	NEG

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 03:002C

COUNTY: Cook

FROM: MWRDGC - Personnel Dept
(Agency Division)

ADDRESS: 100 East Erie Street
(Street, P.O. Box)
Chicago, IL 60611
(City, ZIP)

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:

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APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
1300	Administrative Correspondence Files	2013-2022	6 CF
1302	Bid Records (Training)		
	Successful Bids	2004-2013	1 CF
	Unsuccessful Bids	2004-2019	1 CF
1305	Criminal History Files	2009-2018	20 CF
1306	Family Medical Leave Act Request Forms	2007-2018	20 CF
1308	Medical Files	2012-2018	6 CF
1310	Personnel Action Forms (PAF)	2011-2018	10 CF
1401	Group Membership Insurance Records	2004-2016	40 CF
1402	Insurance Contracts & Agreement Documentation	2013	10 CF
1403	Administrative Correspondence	2008-2018	10 CF
1406	Group Insurance Records	2008-2018	10 CF
1407	Insurance Contracts & Agreement Documentation	2008-2016	10 CF
1408	Life Insurance Claims	2007-2016	NEG
1409	State & Federal Tax Forms	2014-2016	4 CF
1501	Administrative Correspondence Files	2010-2022	2 CF
1503	Solicited Application Of Candidates Who Were Not Placed On The Eligible List	2011-2019	6 CF
			Total Volume from all pages Cu. Ft. 302.1 MB/GB _____

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

Prepared by: _____

RECORDS DISPOSAL CERTIFICATE SUPPLEMENTAL PAGE

APPLICATION NO.: 03:002C

COUNTY: Cook

FROM: MWRDGC - Personnel Dept
(Agency, Division)

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
1505	Examination Cassette Tapes	2011-2020	60 CF
1602	Charitable Combined Donations Files	2007-2016	8 CF
1607	Random Drug Test Files	2009-2018	4 CF
1608	Unemployment Claim Vouchers (Duplicates)	2011-2019	2 CF
1609	Union Dues (Fair Share) Files	2011-2019	4 CF
1610	Union Dues & Fair Share Authorization Cards	2013-2022	4 CF
1611	Union Notifications (Biweekly Letter)	2013-2022	4 CF
1701	EEO Recommendations	2009-2018	40 CF
1706	Tution Reimbursement/Seminars And Conference	2011-2020	20 CF
229	Files	2015-2016	NEG
230	Payroll Data Books - Biweekly (Printouts)	2020-2021	NEG
231	Payroll Distribution System Annual Report	2015-2016	NEG
232	Payroll Exceptions/Adjustment (Biweekly)	2020-2021	NEG
234	Project Cost Accounting Edits And Updates	2020-2021	NEG
235	Project Cost Analysis Reports	2015-2016	NEG
236	Real Estate Rental Reports	2020-2021	
	Monthly	2020-2021	NEG
237	Sick And Vacation Report	1989-1990	NEG
240	Unsuccessful Contracts & Bids	2019-2020	NEG
241	User Charge Billings	2015-2016	24.0 CF
242	User Charge Reports	2015-2016	NEG
243	Vendor Payment Register-Annual Report	2015-2016	NEG
245	General And Administrative Correspondence	2021-2022	NEG

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217-782-7075

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5. Retain records until approved copy is returned.

APPLICATION #: 03:002C

COUNTY: Cook

FROM: MWRDGC - Research & Development Dept
(Agency Division)

ADDRESS: 100 East Erie Street
(Street, P.O. Box)
Chicago, IL 60611
(City, ZIP)

CONTACT TELEPHONE: (312) 751-5600

CONTACT EMAIL: TorresJ@mwrd.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
1900	Consultant Agreements	2012-2013	2.4 CF
1901	Contracts, Agreements and Leases Duplicates	2017-2018	1.2 CF
			Total Volume from all pages Cu. Ft. 3.6 MB/GB _____

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

Prepared by: _____

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Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

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APPLICATION #: 03:002C

COUNTY: Cook

FROM: MWRDGC - Industrial Waste Division
(Agency Division)

ADDRESS: 100 East Erie Street
(Street, P.O. Box)
Chicago, IL 60611
(City, ZIP)

CONTACT TELEPHONE: (312) 751-5600

CONTACT EMAIL: TorresJ@mwrd.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
2000	Administrative/Correspondence Files	2017-2022	12.5 CF
2001	Company Files (Copies Only; Originals Are In Law Department)	1994-2013	191.6 CF
2100	Surveillance Files	2015-2020	10.0 CF
2201	User Charge "Customer" Files	2009-2013	188.4 CF
2301	Industrial Waste Analytical Data Files	2006-2018	230.0 CF
2304	Laboratory Bench Books	2001-2018	20.0 CF
2306	Quality Assurance/Quality Control Data	1998-2017	4.0
2308	Sample Receipts	2012-2018	52.0
		Total Volume from all pages	Cu. Ft. 708.5 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:

_____ _____
Disposal date set by the ILSOS — Approved by ILSOS

_____ _____
Signature of the Agency Official — Submission Date

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

Prepared by: _____

RECORDS DISPOSAL CERTIFICATE

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 or email to recordsmgt@ilsos.gov.
5. Retain records until approved copy is returned.

APPLICATION #: 03:002C

COUNTY: Cook

FROM: MWRDGC - Environmental Monitoring & Research Dept.
(Agency Division)

ADDRESS: 100 East Erie Street
(Street, P.O. Box)
Chicago, IL 60611
(City, ZIP)

CONTACT TELEPHONE: (312) 751-5600

CONTACT EMAIL: TorresJ@mwrd.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
2400	Administrative Correspondence Reference Files	2007-2016	5.9 CF
2402	Laboratory Log (Sample Receipts)	2007-2018	1.0 CF
2404	Purchase Requisitions	2012	1.0 CF
2700	Analytical Data Files	2012-2013	7.5 CF
2801	Analytical Raw Data (District Operations Monitoring)	2007-2018	8.0 CF
2802	Analytical Raw Data (Environmental Monitoring Studies)	2007-2018	6.0 CF
2805	Quality Control Files	2007-2018	19.0 CF
			Total Volume from all pages Cu. Ft. 48.4 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.

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Prepared by: _____