

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. Sign and send certificate to above address thirty (30) days prior to disposal date.
3. Retain records until approved copy is returned.

APPLICATION #: 03-002C

COUNTY: Cook

FROM: MWRDGC - Engineering

(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@mwr.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
105	Construction Files	1/1/2015- 12/31/2017	250 cubic feet

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Jacqueline Torres, Clerk/Director of Finance

Print name and title on line above

Prepared by:

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APPLICATION #: 03-002C

TO: Local Records Commission
Margaret Cross Norton Building
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217-782-7075

COUNTY: Cook

FROM: MWRDGC - Finance

(Agency Division)

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200	Accrued Expense Report	2010	NEG
201	Annual Budget	2010	NEG
202	Appropriation Ledger Report	1969	NEG
203	Basic Four Fixed Assets System	2017	NEG
205	Budget Trial Balance	2015	NEG
206	Budget Work Sheets	2015	NEG
207	Cancelled Checks, Bank Statements, and Deposit Slips	2010	NEG
208	Cash Disbursement Listings - Monthly	2015	NEG
209	Certified Payroll Registers	2010	NEG
210	Clerk's Receipt and Disbursement Report	2010	NEG
211	Clerk's Revolving Fund Records, Invoices, Vouchers, Checks	2010	NEG
212	Closed Orders Report	2015	NEG
213	Contracts Completed	2007	NEG
214	Contract Status Ledger	2010	NEG
215	Cost Analysis Report - Annual	2010	NEG
216	Daily Timesheets	2015	63.6
217	Employee Expense Registers and Invoices	2010	4.8
218	Engineering Project Cost Distribution	2017	NEG
219	Finance Correspondence File	2016	NEG
220	Fixed Asset System Report	2010	NEG
221	Grants Report monthly award activity summary	2015	NEG
222	Internal Audit Documents (Work Papers)	2015	NEG
223	Journal Entries and Working Ledger Sheets	2017	NEG
224	Minute Copies	2016	NEG
226	Open Order Report	2010	NEG
227	Overtime & Holiday Time Earned Reports	2015	NEG
228	Paid Bills & Invoices with Purchase Order Copies	2010	NEG

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229	Payment Vouchers**	2010	28.8
230	Payroll data Books - Biweekly	2015	NEG
231	Payroll Distribution System Annual Report	2015	10.8
232	Payroll Exceptions/Adjustments	2015	NEG
233	Payroll Report Research & Development Section	1984	NEG
234	Project Cost Accounting Edits and Updates	2015	NEG
235	Project Cost Analysis Reports	2010	NEG
236	Real Estate Rental Reports monthly	2015	NEG
237	Sick & Vacation Report	1984	NEG
238	Treasurer's Report (monthly)	2015	NEG
239	Unit Cost System aka Cost Measurement System	1986	NEG
240	Unsuccessful Contracts & Bids	2014	NEG
241	User Charge Billings*	2010	24.0
242	User Charge Reports	20110	NEG
243	Vendor Payment Register - Annual Report	2010	NEG
244	Year-To-Date Employee Earnings	2016	NEG
245	General and Administrative Correspondence	2016	4.8
* Subject records have been microfilmed.			
** Subject records have been scanned into electronic media.			

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	AFFIRMATIVE ACTION RECORDS		
700	Administrative Files & General & Administrative Correspondence	2016	NEG
701	Administrative Files & General & Administrative Correspondence	2016	NEG
702	Affirmative Action Certified Payrolls project completed	2012	NEG
703	Cotract Documentation completed terms	2007	NEG
	Copies completed terms	2012	NEG
	BUDGET AND MANAGEMENT RECORDS		
800	Administration Correspondence Files	2016	1
801	Budgets	2010	1
802	Budget Work Papers	2015	1

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	EXECUTIVE DIRECTOR RECORDS		
900	Administrative Files & General & Administrative Correspondence	2016	NEG
901	Administrative Files & General Administrative Correspondence	2016	NEG
902	Building Maintenance Records routine	2015	NEG
	Capital Improvement	2007	NEG
903	Equipment Maintenance Records disposed equipment	2016	NEG
	PUBLIC AFFAIRS RECORDS		
1000	Administrative Files & General & Administrative Correspondence	2016	NEG
1001	Annual Reports District	2010	NEG
1005	News Clippings	2016	NEG
1008	Video, Movies Informational Presentations use complete	2016	NEG

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	FLEET RECORDS		
408	Equipment Records disposed equipment only	2016	NEG
501	Automobile Repair Records	2015	1
1103	Accident Report Files	2010	NEG

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	POLICE HEADQUARTERS RECORDS		
1200	Administrative Files & Administrative & General Correspondence	2016	NEG
1201	Buildings Entry Register (Sign In Sheets)	2015	1
1202	Car Check Report	2015	1
1203	Court Appearance Form	2015	1
1204	Daily Police Assignment Sheets	2015	1
1205	Field Contact Cards	2015	1
1206	Gate Records for District Employees	2015	NEG
1207	Gate Records for Visitors and Trucks	2015	1
1208	Juvenile Release Forms	2015	1
1209	Material Pass (in and out of plants)	2015	1
1210	Motor Vehicle Incident Report	2010	1
1211	Offense/Incident Reports (except felonies)	2010	1
1212	Police Officer's Daily Activity Log	2015	1
1213	Police Radio Log	2007	1
1214	Police Telephone Log	2015	NEG
1215	Report Control Log	2010	1
1216	Police Check Records-Employees	2012	1
1217	Security Vehicle Inspection Reports daily checklist	2015	NEG
1218	Traffic Accident Report	2010	1
1219	Traffic Violation Notices	2016	NEG
1220	Vehicle Mileage & Expense Report	2015	1
1221	Watch Commander's Inventory	2015	1

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APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
301	Legal Files, Lawsuits, Closed Cases	2013 & 2014	88
304	General and Administrative Correspondence	2015 & 2016	8

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400	Administrative Files & General and Administrative Correspondence	2013-2016	79.75 Cu. Ft.
401	Accounts Payable Records	2007-2010	26 Cu. Ft.
402	Budget and Paperwork	2012-2015	6 Cu. Ft.
403	Contract Files terms completed	2004-2007	570.50 Cu. Ft.
	Copies completed terms	2009-2012	
404	Construction Records no plan, specs, etc	2004-2007	2 Cu. Ft.
405	Crossover Charges	2011-2014	
407	Energy Records	2004-2007	3 Cu. Ft.
408	Equipment Records disposed equipment only	2014-2016	
409	Expense Reimbursement	2007-2010	3.5 Cu. Ft.
410	Gate Sheets	2012-2015	1 Cu. Ft.
411	MSD Sheets no longer stored or used/no OSHA records	2004-2007	
412	Monthly Operating Records	2004-2007	4 Cu. Ft.
413	Operating Log Sheets	2004-2007	20.20 Cu. Ft.
	Daily Weekly sheets	2011-2014	2 Cu. Ft.
414	Operating Reports daily/weekly	2011-2014	2 Cu. Ft.
	Other records	2006-2008	2 Cu. Ft.
415	Operation Check Sheets daily/weekly	2011-2014	2 Cu. Ft.
	Other records	2006-2008	2 Cu. Ft.
415	Partial Receiving Reports	2012-2015	
416	Payment Authorizations	2007-2010	91 Cu. Ft.
417	Personnel Action Forms copies	2012-2015	2.50 Cu. Ft.
419	Personnel Requisitions	2012-2015	1 Cu. Ft.
420	Plant Operating Logs daily/weekly	2011-2014	11 Cu. Ft.
	Other records	2006-2008	8 Cu. Ft.
422	Probationary Progress Reports terminated employees	2009-2012	.5 Cu. Ft.
423	Promotional Requests	2012-2015	

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424	PO's and Requisitions	2012-2015	13 Cu. Ft.
425	PO Change Notices	2012-2015	2 Cu. Ft.
426	Recording Chart Records daily/weekly	2011-2014	31.75 Cu. Ft.
	Other records	2004-2007	1 Cu. Ft.
427	Request for Timesheets Corrections	2012-2015	1 Cu. Ft.
429	Storeroom Orders superseded	2013-2016	
430	Time Records	2012-2015	67.5 Cu. Ft.
431	Training Logs	2007-2010	2 Cu. Ft.
432	Transfer Requests	2012-2015	2 Cu. Ft.
433	Treatment Process Logs daily/weekly	2011-2014	28.75 Cu. Ft.
	Other records	2004-2007	1 Cu. Ft.
434	Tuition Reimbursement Forms copies	2011-2014	
435	Vacancy Notifications	2009-2012	
436	Work/Job Orders	2015-2017	
437	Work/Job Order Summaries	2012-2015	
438	Complaints	1997-2000	
439	Interceptor Rehabilitation Program Files no historical summaries	2004-2007	
441	Licences and Inspections cancelled or expired	2004-2007	1 Cu. Ft.
442	Operating Permits superseded or completed	2004-2007	1 Cu. Ft.
443	Permits and Easment Correspondence superseded or cancelled	2004-2007	1 Cu. Ft.
444	Sewer Atlas Files copies superseded	2014-2017	

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1900	Research and Development Executive Section		
	Consultant Agreements	2006-2011	25
1901	Contracts, Agreements and Leases	2006-2011	25
	Industrial Waste Division Enforcement		
2000	Administrative/Correspondence Files	2003-2006	1
2001	Company Files	2003-2006	2
	Industrial Waste Division User Charge		
2200	Rate Determination Letters	NEG	NEG
2201	User Charge Customer Files	1/1/2006- 12/31/2006	42
	Industrial Waste Division Analytical Laboratory		
	Analytical Laboratories Division		
2301	Analytical data files	2002-2010	86
2302	Industrial Waste biochemical oxygen demand work sheets files	2007-2010	10
2304	Laboratory Bench Books	2008-2010	19
2306	Quality Assurance/Control Data	2003-2008	16
2308	Sample receipts	2007-2010	20

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2400	Environmental Monitoring and Research Administration		
2401	Administrative files and general administrative correspondence	2013-2015	NEG
2402	Final reports of research projects	NEG	NEG
2403	Laboratory log (sample receipts)	NEG	NEG
2404	Progress reports	NEG	NEG
2404	Purchase requisitions	2007-2013	12
2404	Purchase requisitions	2005-2010	10
2500	Environmental Monitoring & Research Biology, Virology, Toxicology Analytical Laboratories Division Laboratory test results	2010-2012	18
2700	Environmental Monitoring & Research Aquatic Biology Analytic data files (CDOM weekly reports)	2007	5.0
2800	Environmental Monitoring & Research Division Analytical Microbiology (Biology) Administrative/Correspondence/Reference Files	2008-2013	3
2801	Analytical Raw Data (District Operations Monitoring)	1992-2012	13
2803	Class A Sludge Certification Files	2007-2011	1
3303	Industrial Waste Division Analytical Laboratory Analytical Laboratories Division Sample Custody Log	2009-2010	2

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(City, ZIP Code)

CONTACT TELEPHONE: (312) 751-5600

CONTACT EMAIL: TorresJ@mwr.org

Directions:

1. Fill in all blanks and columns.
2. Sign and send certificate to above address thirty (30) days prior to disposal date.
3. Retain records until approved copy is returned.

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
	PROCUREMENT & MATERIALS MANAGEMENT		
500	Administrative Files & General & Administrative Correspondence	2014-2016	NEG
501	Automobile Repair Files	2013-2015	NEG
502	Budget Working Papers	2013-2015	NEG
503	Contracts	2005-2007	NEG
	Unsuccessful Contracts	2010-2015	NEG
505	Material Issue Requests	2013-2015	NEG
506	Monthly Inventory Activity Reports	2013-2015	NEG
507	Purchase Orders	2013-2015	NEG
508	Purchase Order Log	2013-2015	NEG
509	Requisitions	2013-2015	NEG

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.

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

Signature

Date

Jacqueline Torres, Clerk/Director of Finance

Print name and title on line above

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

Prepared by:

RECORDS DISPOSAL CERTIFICATE

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

Directions:

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3. Retain records until approved copy is returned.

APPLICATION #: 03-002C

COUNTY: Cook

FROM: MWRDGC - Treasury

(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@mwr.org

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
601	Administrative Files	2008-2010	10.6 cu ft.
602	Daily Cash Receipts	2008-2010	28 cu ft.

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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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Signature _____

Date _____

Jacqueline Torres, Clerk/Director of Finance

Print name and title on line above

Prepared by:

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