



ILLINOIS STATE ARCHIVES  
MARGARET CROSS NORTON BUILDING  
SPRINGFIELD, IL 62756  
(217) 782-7076  
FAX (217)557-1928

JESSE WHITE  
Secretary of State  
State Archivist

3/12/2019

**COMMISSION MEMBERS**

TONI PRECKWINKLE  
President Cook County  
Board of Commissioners

Shawn Burnett Whitaker, Dep. Gen. Counsel  
City Colleges of Chicago  
226 W. Jackson Blvd.  
Chicago, IL 60606

RAHM EMANUEL  
Mayor, City of Chicago

LAWRENCE L. WILSON  
Cook County Comptroller

Dear Mr. Whitaker:

ANITA ALVEREZ  
Cook County State's Attorney

The enclosed Application for Authority to Dispose of Local Records #19:005C was approved by the Local Records Commission of Cook County on 3/12/2019. This is your authority to dispose of each record series in accordance with the retention period listed for each record. However, please note the provisos on the signature page which explain requirements concerning audits, pending or anticipated litigation, the filing of Disposal Certificates prior to the disposal of any government record, digitizing records, and microfilming.

JESSE WHITE, State Archivist  
Secretary of State

VACANT, State Historian

**DESIGNEES**

MARTHA MARTINEZ, Chairman  
Administrator, Cook County  
Bureau of Administration

Commission rules require that a Records Disposal Certificate be filed with the Records Management Section of the Office of the Secretary of State thirty (30) days prior to disposal of any records. Our staff will process your request and return a copy of the disposal to you marked approved or disapproved. Blank records disposal certificates are enclosed for this purpose.

IVANA DABIZLJEVIC  
Cook County Comptroller's  
Office

KATHLEEN MCKEE  
Assistant State's Attorney

DAVID A. JOENS  
State Archivist Designee

If you have any questions, please do not hesitate to contact our office at (217)782-7076.

IAN HUNT  
State Historian Designee

Sincerely,

Robert C. Boots, Archival Program Administrator  
Records Management Section  
Illinois State Archives  
[rboots@ilsos.net](mailto:rboots@ilsos.net)

Enclosure(s)  
RB:pw

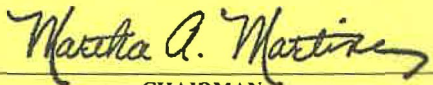
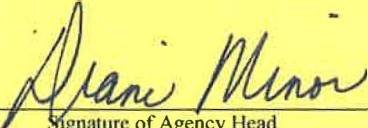
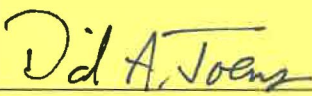
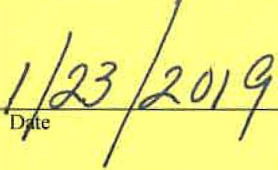
State of Illinois  
Local Records Unit  
Margaret Cross Norton Bldg.  
Springfield, Illinois 62756  
Telephone (217) 782-7076

Local Records Commission  
Of Cook County, Illinois

Application No. 19:005C

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Page 1 of 61

AGENCY City Colleges of Chicago	Approval:  Local Records Commission Of Cook County, Illinois County Building – Room 801 Chicago, Illinois 60602  (312)603-7832   CHAIRMAN	
ADDRESS 180 North Wabash Avenue, Suite 200		Local Records Commission Of Cook County, Illinois County Building – Room 801 Chicago, Illinois 60602  (312)603-7832
CITY Chicago		
PHONE (312) 553-2500		
I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm or digitized copies will be made in accordance with the standards of the Local Records Commission of Cook County and will be adequate substitutes for the original records.		
 Signature of Agency Head	 DIRECTOR, STATE ARCHIVES	
 Date	March 12, 2019 DATE	

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF:

- After their individual retention period is complete,
- If they are correctly listed on a Records Disposal Certificate submitted to and approved by the Local Records Commission of Cook County sixty (60) days prior to disposal,
- Providing any local, state, and federal audit requirements have been met,
- As long as they are not needed for any litigation either pending or anticipated.

This records retention schedule does not relieve local government agencies of retention requirements mandated by other state and federal statutes and/or regulations. When such an obligation does exist, then the longer retention period takes precedence.

Any record on this application may be microfilmed or digitized and the record disposed of if the record is microfilmed or digitized in accordance with the standards of the Local Records Commission of Cook County and if the film or digitized record is retained for the prescribed retention period.

Disposal of records after microfilming or digitizing must be noted on the Records Disposal Certificate.

This application and any related Local Records Disposal Certificates are to be retained permanently by the agency.

**Subject to statutory provisions, agencies may dispose of records authorized for destruction by the Commission after the agency has received an approved Records Disposal Certificate from the Local Records Commission of Cook County listing the records to be destroyed or disposed of.**

**All records, regardless of physical format or characteristics, that by state or federal statute, agency rule, or policy contain information that is confidential, must be physically destroyed in a manner that such information cannot be identified or retrieved.**

**THIS DOCUMENT ALONG WITH ALL RECORDS DISPOSAL  
CERTIFICATES IS TO BE RETAINED PERMANENTLY.**

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

AGENCY  
City Colleges of Chicago  
ADDRESS  
180 North Wabash Ave., Ste. 200  
CITY ZIP  
Chicago 60601  
PHONE  
(312) 553-2500

Approval:  
Local Records Commission  
of Cook County, Illinois  
County Building – Room 801  
Chicago, Illinois 60602  
(312) 603-7832

*Martha Martinez*

Chairman

*David A. Joens*

Director, State Archives

*March 12, 2019*

Date

I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm or digitized copies will be made in accordance with the standards of the Local Records Commission of Cook County and will be adequate substitutes for the original records.

*Diane Minor*

*January 23, 2019*

Signature of Agency Head  
Vice Chancellor

Date

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF:

- After their individual retention period is complete,
- If they are correctly listed on a Records Disposal Certificate submitted to and approved by the Local Records Commission of Cook County thirty (30) days prior to disposal,
- Providing any local, state, and federal audit requirements have been met,
- As long, as they are not needed for any litigation either pending or anticipated.

THIS RECORDS RETENTION SCHEDULE DOES NOT RELIEVE LOCAL GOVERNMENT AGENCIES OF RETENTION REQUIREMENTS MANDATED BY OTHER STATE AND FEDERAL STATUTES AND/OR REGULATIONS. WHEN SUCH AN OBLIGATION DOES EXIST, THEN THE LONGER RETENTION PERIOD TAKES PRECEDENCE.

ANY RECORD ON THIS APPLICATION MAY BE MICROFILMED OR DIGITIZED AND THE RECORD DISPOSED OF IF THE RECORD IS MICROFILMED OR DIGITIZED IN ACCORDANCE WITH THE STANDARDS OF THE LOCAL RECORDS COMMISSION OF COOK COUNTY AND IF THE FILM OR DIGITIZED RECORD IS RETAINED FOR THE PRESCRIBED RETENTION PERIOD.

DISPOSAL OF RECORDS AFTER MICROFILMING OR DIGITIZING  
MUST BE NOTED ON THE RECORDS DISPOSAL CERTIFICATE.

THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES  
ARE TO BE RETAINED PERMANENTLY.

This Application Supersedes Application 82:347C & 82:352C

# **CITY COLLEGES OF CHICAGO**

## **COOK COUNTY**

### **APPLICATION 19:005C**

#### **TABLE OF CONTENTS**

ADMINISTRATIVE & PROCUREMENT SERVICES	100-108
ATHLETICS	200-209
ADMINISTRATION/BOARD OF TRUSTEES	300-305
CHILD DEVELOPMENT	400-413
FINANCIAL AID/VETERAN AFFAIRS	500-502
FACILITIES	600-611
FINANCIAL RECORDS	700-713
FOOD SERVICE RECORDS	800-803
LEGAL AND COMPLIANCE RECORDS	900-909
INSTITUTIONAL ADVANCEMENT RECORDS	1000-1005
INTERNAL AUDIT RECORDS	1100-1104

INFORMATION TECHNOLOGY	1200-1208
PERSONNEL AND PAYROLL	1300-1317
RISK MANAGEMENT	1400-1412
SAFETY AND SECURITY	1500-1516
STUDENT RECORDS	1600-1613
WKKC-FM RADIO RECORDS	1700-1702
WYCC-TV RECORDS	1800-1802

**Subject to statutory provisions, agencies may dispose of records authorized for destruction by the Commission after the agency has received an approved Records Disposal Certificate from the Local Records Commission of Cook County listing the records to be destroyed or disposed of.**

**All records, regardless of physical format or characteristics, that by state or federal statute, agency rule, or policy contain information that is confidential, must be physically destroyed in a manner that such information cannot be identified or retrieved.**

**THIS DOCUMENT ALONG WITH ALL RECORDS DISPOSAL  
CERTIFICATES IS TO BE RETAINED PERMANENTLY.**



APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)

Application No. 19:005C

Page 3 of 61

Item No.

Record Series Title, Description and Recommendation

ADMINISTRATIVE AND PROCUREMENT SERVICES

100.

APPLICATIONS FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND  
LOCAL RECORDS DISPOSAL CERTIFICATES

Dates: 2001-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

Recommendation: Retain permanently.

101.

BID RECORDS

Dates: 1994-  
Volume: 263.25 Cubic Feet  
Annual Accumulation: 14.75 Cubic Feet  
Arrangement: Chronological

Recommendation: Retain successful bids for ten (10) years  
after terms of the related contract are  
complete, then dispose of. Retain  
unsuccessful bids for three (3) years after  
rejection, then dispose of.

102.

BUILDING SERVICES WORK ORDERS (E.G., ROOM RESERVATIONS, AUDIO-  
VISUAL REQUESTS, COPY PAPER REQUESTS, ENGINEERS WORK REQUESTS,  
HOUSEKEEPING REQUESTS)

Dates: 1997-  
Volume: 19.5 Cubic Feet  
Annual Accumulation: 1.25 Cubic Feet  
Arrangement: Chronological

Recommendation: Retain for five (5) years, then dispose of.



APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)

Application No. 19:005C

Page 4 of 61

Item No.	Record Series Title, Description and Recommendation
103.	<p data-bbox="267 365 789 390"><u>FAX/COPIER READINGS/REPORTS</u></p> <p data-bbox="267 436 956 573">Dates: 1995- Volume: 14 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological</p> <p data-bbox="267 615 1398 642">Recommendation: Retain for one (1) year, then dispose of.</p>
104.	<p data-bbox="267 688 386 714"><u>LEASES</u></p> <p data-bbox="267 760 938 896">Dates: 2001- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="267 938 1479 1146">Recommendation: Retain contracts and contract renewals for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of. Copies: retain for two (2) years, then dispose of.</p>
105.	<p data-bbox="267 1224 1365 1249"><u>MINORITY AND WOMEN'S BUSINESS ENTERPRISE SPENDING REPORTS</u></p> <p data-bbox="267 1295 979 1432">Dates: 2008- Volume: 6 Cubic Feet Annual Accumulation: 1.5 Cubic Feet Arrangement: Chronological</p> <p data-bbox="267 1474 1438 1503">Recommendation: Retain for five (5) years, then dispose of.</p>

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 5 of 61

<b>Item No.</b>	<b>Record Series Title, Description and Recommendation</b>
106.	<p><u>POST OFFICE RECORDS (E.G., POSTAGE TRANSACTION LOG, POSTAGE INVOICES, USPS BULK MAIL PERMIT, POSTAGE ACCOUNTS, USPS SHIPPING LOGS, USPS POSTAGE BY PHONE)</u></p> <p>Dates: 1997- Volume: 19.5 Cubic Feet Annual Accumulation: 1.25 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for four (4) years, then dispose of.</p>
107.	<p><u>PURCHASE ORDERS AND REQUISITIONS</u></p> <p>Dates: 1994- Volume: 85.5 Cubic Feet Annual Accumulation: 4.5 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
108.	<p><u>VENDOR LISTINGS</u></p> <p>Dates: 1994- Volume: 51.25 Cubic Feet Annual Accumulation: 2.75 Arrangement: Chronological then Alphabetical</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)

Application No. 19:005C

Page 6 of 61

Item No.

Record Series Title, Description and Recommendation

ATHLETICS

200.

ATHLETIC AGREEMENTS

Dates: 1956-  
Volume: 2 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

Recommendation: Retain for two (2) years after termination  
of the agreement, then dispose of.

201.

ATHLETIC TRANSFER WAIVERS

Dates: 1972-  
Volume: 2 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

Recommendation: Retain for five (5) years after graduation  
or date of last attendance, then dispose of.

202.

CCC INTERCOLLEGIATE ATHLETIC PARTICIPATION APPLICATION

Dates: 2001-  
Volume: 3 Cubic Feet  
Annual Accumulation: 1 Cubic Feet  
Arrangement: Chronological

Recommendation: Retain for five (5) years after graduation  
or date of last attendance, then dispose of.

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 7 of 61

Item No.	Record Series Title, Description and Recommendation
203.	<p><u>CCC FERPA AUTHORIZATION AND CONSENT TO RELEASE INFORMATION</u></p> <p>Dates: 2014- Volume: 1 Cubic Feet Annual Accumulation: .5 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years after graduation or date of last attendance, then dispose of.</p>
204.	<p><u>CCC PHOTO RELEASE FORM</u></p> <p>Dates: 2010- Volume: 1 Cubic Feet Annual Accumulation: .5 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years after graduation or date of last attendance, then dispose of.</p>
205.	<p><u>GAME TOURNAMENT RECORDS</u></p> <p>Dates: 1956- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
206.	<p><u>NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION ELIGIBILITY APPLICATIONS</u></p> <p>Dates: 1956- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years following submission to the NJCAA, then dispose of.</p>

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 8 of 61

Item No.	Record Series Title, Description and Recommendation
207.	<p data-bbox="269 363 675 388"><u>SCHEDULES AND ROSTERS</u></p> <p data-bbox="269 436 956 569">Dates: 1956- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="269 615 1414 642">Recommendation: Retain for two (2) years, then dispose of.</p>
208.	<p data-bbox="269 684 964 709"><u>STUDENT INSURANCE ENROLLMENT RECORDS</u></p> <p data-bbox="269 758 938 890">Dates: 1972- Volume: 3 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Alphabetical</p> <p data-bbox="269 936 1479 999">Recommendation: Retain for five (5) years after graduation or date of last attendance, then dispose of.</p>
209.	<p data-bbox="269 1041 599 1066"><u>STUDENT PHYSICALS</u></p> <p data-bbox="269 1115 956 1247">Dates: 1972- Volume: 4 Cubic Feet Annual Accumulation: .5 Cubic Feet Arrangement: Alphabetical</p> <p data-bbox="269 1293 1479 1358">Recommendation: Retain for five (5) years after graduation or date of last attendance, then dispose of.</p>

APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)

Application No. 19:005C

Page 9 of 61

Item No.

Record Series Title, Description and Recommendation

ADMINISTRATION/BOARD OF TRUSTEES

300.

ADMINISTRATIVE FILES AND MISCELLANEOUS CORRESPONDENCE,  
INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT  
RELATED TO ANOTHER RECORDS SERIES, REFERENCE MATERIALS,  
PUBLICATIONS, ETC.

Dates: 1965-  
Volume: 21 Cubic Feet / Less than 1 Terabyte  
Annual Accumulation: Negligible  
Arrangement: Chronological

Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.

302.

MINUTES, AGENDAS, ORDINANCES, RESOLUTIONS, AND BOARD PACKETS

Dates: 1966-  
Volume: 45 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

Recommendation: Retain one (1) copy of each permanently except resolutions.

303.

POLICIES AND PROCEDURES, RULES AND REGULATIONS

Dates: 1999-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

Recommendation: Retain one (1) copy of each permanently.

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 10 of 61

Item No.	Record Series Title, Description and Recommendation
304.	<p data-bbox="267 365 654 386"><u>TRUSTEE APPOINTMENTS</u></p> <p data-bbox="267 436 976 569">Dates: 1966- Volume: 1.5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="267 615 1474 678">Recommendation: Retain for two (2) years after term of office, then dispose of.</p>
305.	<p data-bbox="267 722 560 743"><u>UNION CONTRACTS</u></p> <p data-bbox="267 793 976 926">Dates: 1966- Volume: 1.5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="267 972 1474 1108">Recommendation: Retain one (1) copy of each collective bargaining agreement permanently. Retain supporting documentation for fifteen (15) years, then dispose of.</p>



APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)

Application No. 19:005C

Page 11 of 61

Item No.	Record Series Title, Description and Recommendation
	<u>CHILD DEVELOPMENT</u>
400.	<u>ACCIDENT/INCIDENT REPORTS</u>  Dates: 2008- Volume: 1.5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological (Program Academic Year)  Recommendation: Retain for five (5) years, then dispose of.
401.	<u>CHILDREN'S CLASSROOM ATTENDANCE REPORTS</u>  Dates: 1999- Volume: 52.5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological (Program Academic Year)  Recommendation: Retain for five (5) years after date of last attendance, then dispose of.
402.	<u>CPR/FIRST AID CERTIFICATIONS</u>  Dates: 2008- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological (Program Academic Year)  Recommendation: Retain for five (5) years after date of last attendance, then dispose of.
403.	<u>FAMILY ENROLLMENT/CHILD CARE FILES AND SUPPORTING DOCUMENTATION/CLASSROOM CHILDREN'S EDUCATION FILES</u>  Dates: 1995- Volume: 91 Cubic Feet Annual Accumulation: 15 Cubic Feet Arrangement: Chronological (Program Academic Year)  Recommendation: Retain for five (5) years after completion of the program year, then dispose of.

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 12 of 61

Item No.	Record Series Title, Description and Recommendation
404.	<p data-bbox="274 367 787 388"><u>FINANCIAL RECORDS (BUDGETS)</u></p> <p data-bbox="274 436 1414 573">Dates: 1999- Volume: 28.5 Cubic Feet Annual Accumulation: 1.5 Cubic Feet Arrangement: Chronological (Program Academic Year)</p> <p data-bbox="274 617 1484 825">Recommendation: Retain budgets for seven (7) years, then dispose of. Retain budget worksheets for two (2) years following approval of budget, then dispose of. Copies: retain until usefulness of record is complete, then dispose of.</p>
405.	<p data-bbox="274 867 776 888"><u>HEALTH &amp; SAFETY CHECKLISTS</u></p> <p data-bbox="274 936 1414 1073">Dates: 2006- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological (Program Academic Year)</p> <p data-bbox="274 1117 1484 1182">Recommendation: Retain for five (5) years after date of last entry, then dispose of.</p>
406.	<p data-bbox="274 1224 1065 1245"><u>ISBE CHILD AND ADULT FOOD PROGRAM RECORDS</u></p> <p data-bbox="274 1293 1414 1430">Dates: 1999- Volume: 39 Cubic Feet Annual Accumulation: 7 Cubic Feet Arrangement: Chronological (Program Academic Year)</p> <p data-bbox="274 1474 1484 1537">Recommendation: Retain for three (3) years following date of final expenditure report, then dispose of.</p>

APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)

Application No. 19:005C

Page 13 of 61

Item No.	Record Series Title, Description and Recommendation
407.	<p data-bbox="272 365 773 384"><u>MONITORING AND INSPECTIONS</u></p> <p data-bbox="272 436 1414 573">Dates: 2002- Volume: 6 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological (Program Academic Year)</p> <p data-bbox="272 615 1438 642">Recommendation: Retain for five (5) years, then dispose of.</p>
408.	<p data-bbox="272 688 756 707"><u>PARENT SIGN IN/OUT SHEETS</u></p> <p data-bbox="272 760 1414 896">Dates: 2001- Volume: 28 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological (Program Academic Year)</p> <p data-bbox="272 938 1479 999">Recommendation: Retain for five (5) years after date of last attendance, then dispose of.</p>
409.	<p data-bbox="272 1047 906 1066"><u>PAYROLL (TIME AND EFFORT REPORTS)</u></p> <p data-bbox="272 1119 1414 1255">Dates: 2000- Volume: 13.5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological (Program Academic Year)</p> <p data-bbox="272 1297 1438 1325">Recommendation: Retain for five (5) years, then dispose of.</p>
410.	<p data-bbox="272 1367 1450 1428"><u>PROGRAM GOVERNANCE/PARENT MEETINGS, AGENDAS, MINUTES AND SIGN IN/OUT SHEETS</u></p> <p data-bbox="272 1480 1414 1617">Dates: 1999- Volume: 57 Cubic Feet Annual Accumulation: 7 Cubic Feet Arrangement: Chronological (Program Academic Year)</p> <p data-bbox="272 1659 1438 1680">Recommendation: Retain for five (5) years, then dispose of.</p>

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 14 of 61

Item No.	Record Series Title, Description and Recommendation
411.	<p data-bbox="269 363 618 388"><u>RADON TEST REPORTS</u></p> <p data-bbox="269 432 956 569">Dates: 2013- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="269 613 1435 642">Recommendation: Retain for five (5) years, then dispose of.</p>
412.	<p data-bbox="269 684 1328 709"><u>STUDENT OBSERVATION LOGS AND STUDENT SIGN IN/OUT SHEETS</u></p> <p data-bbox="269 753 1414 890">Dates: 2006- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological (Program Academic Year)</p> <p data-bbox="269 934 1474 999">Recommendation: Retain for five (5) years after date of last attendance, then dispose of.</p>
413.	<p data-bbox="269 1041 792 1066"><u>THE DAILY HEALTH CHECKLISTS</u></p> <p data-bbox="269 1110 1414 1247">Dates: 2008- Volume: 12 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological (Program Academic Year)</p> <p data-bbox="269 1291 1474 1358">Recommendation: Retain for five (5) years after date of last attendance, then dispose of.</p>

APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)

Application No. 19:005C

Page 15 of 61

Item No.

Record Series Title, Description and Recommendation

FINANCIAL AID/VETERAN AFFAIRS

500. DEPARTMENT OF VETERAN AFFAIRS (VA), AND DEPARTMENT OF DEFENSE  
(DOD) EDUCATIONAL BENEFITS

Dates: 1977-  
Volume: 1800 Cubic Feet  
Annual Accumulation: 50 Cubic Feet  
Arrangement: Chronological then Alphabetical

Recommendation: Retain Student Eligibility records for five (5) years following the ending date of the last period certified to the VA or Department of Defense, then dispose of.  
Retain Fiscal Records related to the receipt and Expenditure of VA and DOD Funds for seven (7) years from the end of the award year for which the benefit was certified, then dispose of.

501. ILLINOIS STUDENT ASSISTANCE COMMISSION GRANT AND WAIVER  
PROGRAMS FOR VETERANS AND VETERAN DEPENDENTS

Dates: 1977-  
Volume: 1,512 Cubic Feet  
Annual Accumulation: 42 Cubic Feet  
Arrangement: Chronological then Alphabetical

Recommendation: Retain Student eligibility records for five (5) years after graduation or date of last attendance, then dispose of.  
Retain Records related to Program Administration for five (5) years from the end of the award years for which the waiver/grant was awarded, then dispose of.

APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)

Application No. 19:005C

Page 16 of 61

Item No.	Record Series Title, Description and Recommendation
502.	<p data-bbox="272 363 1479 537"><u>TITLE IV (FEDERAL PELL GRANT, FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG), FEDERAL DIRECT STUDENT LOAN/FFEL, FEDERAL WORK STUDY, ETC.) AND ILLINOIS STUDENT ASSISTANCE COMMISSION GRANT PROGRAMS, ILLINOIS INCENTIVE FOR ACCESS AWARD (IIA) STUDENT AND PROGRAM RECORDS</u></p> <p data-bbox="272 575 1304 716">Dates: 1976- Volume: 7,770 Cubic Feet Annual Accumulation: 210 Cubic Feet Arrangement: Chronological then Alphabetical</p> <p data-bbox="272 756 1479 1965">Recommendation: Retain Title IV Pell Grant and Federal Work Study Student Records for five (5) years from the end of the award year for which the aid was awarded, then dispose of. Retain Student MAP Grant and IIA Records for five (5) years, from the end of the award year for which the aid was awarded, then dispose of. Retain Direct Loan or FFEL Records related to Borrower Eligibility and Participation for three (3) years from the end of the award year for which the borrower last attended, then dispose of. Retain Student Perkins Repayment Records until the loan is satisfied, then dispose of. Retain Student Perkins Loan Promissory notes for three (3) years from the date the loan is assigned to the Department of Education, canceled, or repaid, then dispose of. Retain Institutional Eligibility Records related to Title IV Participation permanently. Retain Fiscal Operations Report (FISAP) and Supporting Records for three (3) years from the end of the award year in which the report was submitted, then dispose of. Retain Fiscal Records related to the Receipt and Expenditure of Title IV Funds for seven (7) years from the end of the award year for which the aid was awarded, then dispose of. Retain Fiscal Records Related to the Receipt and Expenditure of MAP Grant and IIA Funds for seven (7) years from the end of the</p>

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 17 of 61

**Item No.**

**Record Series Title, Description and Recommendation**

award year for which the aid was awarded,  
then dispose of.

Retain Title IV and ISAS Audit and Program  
Review Records for five (5) years from the  
final determination letter of the audit  
(unless otherwise stipulated by auditing  
body in final determination letter), then  
dispose of.



APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)

Application No. 19:005C

Page 18 of 61

Item No.	Record Series Title, Description and Recommendation
	<b><u>FACILITIES</u></b>
600.	<p><u>ASBESTOS RECORDS</u></p> <p>Dates: 1990- Volume: 10 Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical by College then Chronological</p> <p>Recommendation: Retain permanently.</p>
601.	<p><u>BUILDING EQUIPMENT, AND GROUNDS MAINTENANCE FILES</u></p> <p>Dates: 1968- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by College then Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
602.	<p><u>COMPREHENSIVE, MASTER AND LONG-RANGE PLANS</u></p> <p>Dates: 1968- Volume: 5 Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical by College then Chronological</p> <p>Recommendation: Retain one (1) copy of each permanently.</p>

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 19 of 61

Item No.	Record Series Title, Description and Recommendation
603.	<p data-bbox="272 365 659 386"><u>CONSTRUCTION RECORDS</u></p> <p data-bbox="272 436 1247 611">Dates: 1968- Volume: 1,000 Cubic Feet Annual Accumulation: 10 Cubic Feet Arrangement: Alphabetical by College then Chronological</p> <p data-bbox="272 653 1482 785">Recommendation: Retain construction plans, drawings, and specifications permanently. Retain other records for ten (10) years following completion of project, then dispose of.</p>
604.	<p data-bbox="272 831 561 852"><u>EMERGENCY PLANS</u></p> <p data-bbox="272 903 1247 1077">Dates: 2000- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical by College then Chronological</p> <p data-bbox="272 1119 1482 1184">Recommendation: Retain for five (5) years after superseded by a new plan, then dispose of.</p>
605.	<p data-bbox="272 1228 1062 1249"><u>EQUIPMENT AND EQUIPMENT MAINTENANCE FILES</u></p> <p data-bbox="272 1299 1438 1474">Dates: 1968- Volume: 14 Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical by College then Equipment type then Chronological</p> <p data-bbox="272 1516 1482 1575">Recommendation: Retain until equipment is sold, traded, or junked, then dispose of.</p>

APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)

Application No. 19:005C

Page 20 of 61

Item No.	Record Series Title, Description and Recommendation
606.	<p data-bbox="266 363 846 384"><u>INSPECTIONS AND CERTIFICATIONS</u></p> <p data-bbox="266 432 1243 604">Dates: 1968- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by College then Chronological</p> <p data-bbox="266 646 1468 709">Recommendation: Retain for five (5) years after superseded, then dispose of.</p>
607.	<p data-bbox="266 751 732 772"><u>MAPS, PLATS, AND SURVEYS</u></p> <p data-bbox="266 825 1243 997">Dates: 1968- Volume: 50 Cubic Feet Annual Accumulation: .25 Cubic Feet Arrangement: Alphabetical by College then Chronological</p> <p data-bbox="266 1039 971 1073">Recommendation: Retain permanently.</p>
608.	<p data-bbox="266 1115 789 1136"><u>MATERIAL SAFETY DATA SHEETS</u></p> <p data-bbox="266 1182 1243 1354">Dates: 1970- Volume: 3.5 Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical by College then Chronological</p> <p data-bbox="266 1396 1430 1430">Recommendation: Retain for ten (10) years, then dispose of.</p>

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 21 of 61

Item No.	Record Series Title, Description and Recommendation
609.	<p data-bbox="266 369 500 390"><u>RAMP RECORDS</u></p> <p data-bbox="266 436 1243 611">Dates: 1968- Volume: 3 Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical by College then Chronological</p> <p data-bbox="266 653 1474 968">Recommendation: Retain Land Acquisitions, Annexations Reports permanently. Retain Annual Ramp Reports for seven (7) years, then dispose of. Retain Construction Field Books permanently. Retain construction plans, drawings, and specifications permanently. Retain other records for ten (10) years following completion of project, then dispose of.</p>
610.	<p data-bbox="266 1010 922 1031"><u>REQUESTS TO USE COLLEGE FACILITIES</u></p> <p data-bbox="266 1077 1243 1251">Dates: 1970- Volume: 35 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Alphabetical by College then Chronological</p> <p data-bbox="266 1293 1474 1360">Recommendation: Retain for two (2) years after expiration of terms, then dispose of.</p>
611.	<p data-bbox="266 1402 636 1423"><u>STUDIES AND SURVEYS</u></p> <p data-bbox="266 1470 1243 1644">Dates: 1970- Volume: 15 Cubic Feet Annual Accumulation: .5 Cubic Feet Arrangement: Alphabetical by College then Chronological</p> <p data-bbox="266 1686 1474 1715">Recommendation: Retain for seven (7) years, then dispose of.</p>

APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)

Application No. 19:005C

Page 22 of 61

Item No.	Record Series Title, Description and Recommendation
	<u>FINANCIAL RECORDS</u>
700.	<u>BOND RECORDS</u>
	Dates: 2009- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological
	Recommendation: Retain permanently.
701.	<u>BUDGETS</u>
	Dates: 1998- Volume: 25 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological
	Recommendation: Retain budgets for seven (7) years, then dispose of. Retain budget worksheets for two (2) years following approval of budget, then dispose of. Copies: retain until usefulness of record is complete, then dispose of.
702.	<u>CANCELLED AND VOIDED CHECKS, BANK STATEMENTS AND RECONCILIATIONS</u>
	Dates: 1999- Volume: 100 Cubic Feet Annual Accumulation: 10 Cubic Feet Arrangement: Chronological
	Recommendation: Retain for seven (7) years, then dispose of.

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 23 of 61

Item No.	Record Series Title, Description and Recommendation
703.	<p data-bbox="269 363 1170 388"><u>DAILY CASH REPORTS, RECEIPTS, AND DEPOSIT SLIPS</u></p> <p data-bbox="269 436 974 573">Dates: 1997- Volume: 135 Cubic Feet Annual Accumulation: 44 Cubic Feet Arrangement: Chronological</p> <p data-bbox="269 615 1414 642">Recommendation: Retain for two (2) years, then dispose of.</p>
704.	<p data-bbox="269 684 1406 751"><u>FINANCIAL STATEMENTS, AUDITS, REPORTS, AND SUPPORT (REVENUE EXPENSES, CHANGES, ASSETS LIABILITIES, CASH FLOW, ETC.)</u></p> <p data-bbox="269 793 954 930">Dates: 1973- Volume: 15 Cubic Feet Annual Accumulation: 6 Cubic Feet Arrangement: Chronological</p> <p data-bbox="269 972 1474 1178">Recommendation: Retain monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of. Retain one copy of each audit report permanently. Retain duplicate audits for one (1) year, then dispose of.</p>
705.	<p data-bbox="269 1224 521 1249"><u>GRANT RECORDS</u></p> <p data-bbox="269 1291 974 1428">Dates: 1997- Volume: 350 Cubic Feet Annual Accumulation: 88 Cubic Feet Arrangement: Chronological</p> <p data-bbox="269 1470 1458 1539">Recommendation: Retain for three (3) years following date of final expenditure report, then dispose of.</p>

APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)

Application No. 19:005C

Page 24 of 61

Item No.	Record Series Title, Description and Recommendation
706.	<p data-bbox="277 365 1349 386"><u>ICCB ANNUAL NON-CREDIT COURSE ENROLLMENT DATA SUBMISSION</u></p> <p data-bbox="277 436 959 569">Dates: 2005- Volume: .5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="277 617 1484 716">Recommendation: Retain for five (5) years after last ICCB recognition determination and final report, then dispose of.</p>
707.	<p data-bbox="277 758 756 779"><u>ICCB AUDIT/UNIT COST DATA</u></p> <p data-bbox="277 829 959 961">Dates: 2004- Volume: .5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="277 1010 1484 1108">Recommendation: Retain for five (5) years after last ICCB recognition determination and final report, then dispose of.</p>
708.	<p data-bbox="277 1150 1390 1171"><u>ICCB CREDIT HOUR CLAIMS/APPORTIONMENT/CREDIT HOUR SIGN OFF</u></p> <p data-bbox="277 1222 959 1354">Dates: 2008- Volume: .5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="277 1402 1484 1501">Recommendation: Retain for five (5) years after last ICCB recognition determination and final report, then dispose of.</p>



**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 25 of 61

Item No.	Record Series Title, Description and Recommendation
709.	<p data-bbox="272 365 521 386"><u>IPEDS REPORTS</u></p> <p data-bbox="272 436 956 569">Dates: 2003- Volume: .5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="272 615 1435 642">Recommendation: Retain for five (5) years, then dispose of.</p>
710.	<p data-bbox="272 686 1174 707"><u>JOURNAL ENTRIES, FUND TRANSFERS AND ADJUSTMENTS</u></p> <p data-bbox="272 758 956 890">Dates: 2002- Volume: 80 Cubic Feet Annual Accumulation: 13 Cubic Feet Arrangement: Chronological</p> <p data-bbox="272 936 1414 963">Recommendation: Retain for two (2) years, then dispose of.</p>
711.	<p data-bbox="272 1008 1235 1073"><u>PAID BILLS, INVOICES, VOUCHERS, EXPENSE REPORTS AND REIMBURSEMENTS, AND WARRANTS</u></p> <p data-bbox="272 1119 976 1251">Dates: 1995- Volume: 520 Cubic Feet Annual Accumulation: 88 Cubic Feet Arrangement: Chronological</p> <p data-bbox="272 1297 1455 1325">Recommendation: Retain for seven (7) years, then dispose of.</p>
712.	<p data-bbox="272 1369 1466 1434"><u>TAX COLLECTION, DISTRIBUTION, AND EXEMPTION RECORDS (INCLUDING PROPERTY TAX RECORDS)</u></p> <p data-bbox="272 1480 956 1612">Dates: 2003- Volume: 8 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="272 1659 1455 1680">Recommendation: Retain for seven (7) years, then dispose of.</p>

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 26 of 61

**Item No.**

**Record Series Title, Description and Recommendation**

713.

TREASURER'S REPORTS AND INVESTMENT RECORDS

Dates: 1985-  
Volume: 36 Cubic Feet  
Annual Accumulation: 10.5 Cubic Feet  
Arrangement: Chronological

Recommendation: Retain certificates of deposit, securities, and treasury notes for seven (7) years after date of maturity, then dispose of. Retain other records within this series for seven (7) years, then dispose of.

APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)

Application No. 19:005C

Page 27 of 61

Item No.	Record Series Title, Description and Recommendation
	<u>FOOD SERVICES RECORDS</u>
800.	<u>FOOD SERVICE CERTIFICATIONS AND LICENSES</u>
	Dates: 2012- Volume: .25 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological/Alphabetical
	Recommendation: Retain for five (5) years after superseded, then dispose of.
801.	<u>FOOD TEMPERATURE CONTROL REPORTS</u>
	Dates: 2015- Volume: .25 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological
	Recommendation: Retain for five (5) years, then dispose of.
802.	<u>REFRIGERATION TEMPERATURE CONTROL REPORTS</u>
	Dates: 2007- Volume: 3 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological
	Recommendation: Retain for five (5) years, then dispose of.
803.	<u>STATE OF ILLINOIS DEPARTMENT OF PUBLIC HEALTH INSPECTION REPORTS</u>
	Dates: 2014- Volume: .25 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological
	Recommendation: Retain for five (5) years, then dispose of.

APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)

Application No. 19:005C

Page 28 of 61

Item No.

Record Series Title, Description and Recommendation

LEGAL AND COMPLIANCE RECORDS

900. CONTRACTS DRAFTED AND/OR REVIEWED BY THE OFFICE OF THE GENERAL COUNSEL

Dates: 1998-  
Volume: 360 Cubic Feet  
Annual Accumulation: 8 Cubic Feet  
Arrangement: Alphabetical by College then  
Chronological

Recommendation: Retain contracts and contract renewals for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of.  
Copies: retain for two (2) years, then dispose of.

901. CONTRACTS NOT DRAFTED OR REVIEWED BY THE OFFICE OF THE GENERAL COUNSEL

Dates: 1998-  
Volume: 40 Cubic Feet  
Annual Accumulation: 6 Cubic Feet  
Arrangement: Alphabetical by College then  
Chronological

Recommendation: Retain contracts and contract renewals for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of.  
Copies: retain for two (2) years, then dispose of.

902. ETHICS REPORTS (ANNUAL)

Dates: 2013-  
Volume: .5 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological

Recommendation: Retain for seven (7) years, then dispose of.

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 29 of 61

Item No.	Record Series Title, Description and Recommendation
903.	<p data-bbox="267 367 1193 399"><u>FREEDOM OF INFORMATION ACT REQUEST AND RESPONSES</u></p> <p data-bbox="267 430 958 577">Dates: 2002- Volume: 15 Cubic Feet Annual Accumulation: .5 Cubic Feet Arrangement: Chronological</p> <p data-bbox="267 619 1437 756">Recommendation: Retain for two (2) years after filing date, then dispose of, provided no review is pending with the Attorney General's Public Access Counselor.</p>
904.	<p data-bbox="267 798 836 829"><u>INTELLECTUAL PROPERTY RECORDS</u></p> <p data-bbox="267 861 958 1008">Dates: 2002- Volume: .5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="267 1050 974 1081">Recommendation: Retain permanently.</p>
905.	<p data-bbox="267 1123 1388 1186"><u>LITIGATION GENERAL LITIGATION; COURT OF CLAIMS; EMPLOYMENT DISCRIMINATION; CONTRACT; TORT</u></p> <p data-bbox="267 1228 974 1375">Dates: 1990- Volume: 200 Cubic Feet Annual Accumulation: 10 Cubic Feet Arrangement: Chronological</p> <p data-bbox="267 1407 1477 1470">Recommendation: Retain for seven (7) years after final disposition of matter, then dispose of.</p>
906.	<p data-bbox="267 1512 1112 1543"><u>PRESERVATION NOTICE (LITIGATION HOLD NOTICE)</u></p> <p data-bbox="267 1585 958 1732">Dates: 2010- Volume: .5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="267 1764 1477 1827">Recommendation: Retain for two (2) years after final disposition of the matter, then dispose of.</p>

APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)

Application No. 19:005C

Page 30 of 61

Item No.	Record Series Title, Description and Recommendation
907.	<p data-bbox="266 363 805 388"><u>SETTLEMENTS/RELEASES/WAIVERS</u></p> <p data-bbox="266 436 951 573">Dates: 1998- Volume: 5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="266 615 971 642">Recommendation: Retain permanently.</p>
908.	<p data-bbox="266 684 1430 751"><u>SUBPOENAS, LEGAL REQUESTS FOR INFORMATION AND DOCUMENTATION OF CCC RESPONSE</u></p> <p data-bbox="266 793 1295 930">Dates: 2002- Volume: 15 Cubic Feet Annual Accumulation: .5 Cubic Feet Arrangement: Chronological then Alphabetical</p> <p data-bbox="266 972 1430 999">Recommendation: Retain for five (5) years, then dispose of.</p>
909.	<p data-bbox="266 1041 537 1066"><u>TAX OBJECTIONS</u></p> <p data-bbox="266 1115 971 1251">Dates: 1969- Volume: 3.5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="266 1293 1430 1320">Recommendation: Retain for five (5) years, then dispose of.</p>

APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)

Application No. 19:005C

Page 31 of 61

Item No.	Record Series Title, Description and Recommendation
	<u>OFFICE OF INSTITUTIONAL ADVANCEMENT RECORDS (CCC FOUNDATION, COMMUNICATIONS, MARKETING, GOVERNMENT AFFAIRS)</u>
1000.	<u>CCC FOUNDATION AUDITS</u>  Dates: 2005- Volume: .5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain one copy of each audit report permanently. Retain duplicate audits for one (1) year, then dispose of.
1001.	<u>CCC FOUNDATION CONSTITUTION AND BYLAWS</u>  Dates: 1971- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain permanently.
1002.	<u>DONOR/DONATION RECORDS</u>  Dates: 2003- Volume: 1 Cubic Feet Annual Accumulation: .5 Cubic Feet Arrangement: Chronological  Recommendation: Retain permanently.
1003.	<u>INTERGOVERNMENTAL COMMUNICATIONS</u>  Dates: 2010- Volume: 5 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological  Recommendation: Retain for three (3) years, then dispose of.



**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 32 of 61

Item No.	Record Series Title, Description and Recommendation
1004.	<p data-bbox="269 363 982 388"><u>NEWS PUBLICATIONS/PRESS/NEWS RELEASES</u></p> <p data-bbox="269 436 958 573">Dates: 2011- Volume: 7 Cubic Feet Annual Accumulation: .5 Cubic Feet Arrangement: Chronological</p> <p data-bbox="269 615 1453 751">Recommendation: Retain for two (2) years and weed out all press releases possessing Historical value for permanent retention in college archives, then dispose of.</p>
1005.	<p data-bbox="269 793 1079 819"><u>SCHOLARSHIP APPLICATIONS AND AWARD RECORDS</u></p> <p data-bbox="269 867 958 1003">Dates: 2003- Volume: 22 Cubic Feet Annual Accumulation: 3 Cubic Feet Arrangement: Chronological</p> <p data-bbox="269 1045 1477 1108">Recommendation: Retain for five (5) years after graduation or date of last attendance, then dispose of.</p>

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 33 of 61

Item No.	Record Series Title, Description and Recommendation
	<b><u>INTERNAL AUDIT RECORDS</u></b>
1100.	<p><u>AUDIT COMMITTEE PACKETS</u></p> <p>Dates: 2006- Volume: 4 Cubic Feet Annual Accumulation: .5 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
1101.	<p><u>INTERNAL AUDIT REPORTS</u></p> <p>Dates: 2006- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for ten (10) years, then dispose of.</p>
1102.	<p><u>INTERNAL AUDIT WORK PAPERS</u></p> <p>Dates: 2006- Volume: 32 Cubic Feet Annual Accumulation: 4 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for twelve (12) years, then dispose of.</p>
1103.	<p><u>INTERNAL AUDIT YEARLY DEPARTMENT PLAN AND BUDGET</u></p> <p>Dates: 2007- Volume: .5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>



APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)

Application No. 19:005C

Page 35 of 61

Item No.	Record Series Title, Description and Recommendation
	<u>OFFICE OF INFORMATION TECHNOLOGY RECORDS</u>
1200.	<u>CHANGE CONTROL FORMS</u>  Dates: 2008- Volume: 3 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for five (5) years, then dispose of.
1201.	<u>COMPUTER LAB SUPPORT SCHEDULES</u>  Dates: 2012- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for one (1) year, then dispose of.
1202.	<u>DISPOSAL OF COLLEGE IT ASSETS</u>  Dates: 2009- Volume: 5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for five (5) years, then dispose of.
1203.	<u>IT ACCOMPLISHMENT REPORTS</u>  Dates: 2009- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for five (5) years, then dispose of.

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 36 of 61

Item No.	Record Series Title, Description and Recommendation
1204.	<p data-bbox="272 365 769 392"><u>IT ASSET INVENTORY REPORTS</u></p> <p data-bbox="272 436 1000 573">Dates: 2006- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="272 617 1466 674">Recommendation: Retain for seven (7) years, then dispose of.</p>
1205.	<p data-bbox="272 722 1328 749"><u>LAPTOP AND OTHER EQUIPMENT AGREEMENT AND CHECKOUT FORMS</u></p> <p data-bbox="272 793 1000 930">Dates: 2006- Volume: 18 Cubic Feet Annual Accumulation: 8 Cubic Feet Arrangement: Alphabetical</p> <p data-bbox="272 974 1466 1031">Recommendation: Retain for three (3) years after last engagement period, then dispose of.</p>
1206.	<p data-bbox="272 1079 1442 1106"><u>NEW EQUIPMENT DEPLOYMENT RECORDS/IT EQUIPMENT ISSURANCE FORMS</u></p> <p data-bbox="272 1150 1000 1287">Dates: 2007- Volume: 2 Cubic Feet Annual Accumulation: .5 Cubic Feet Arrangement: Chronological</p> <p data-bbox="272 1331 1466 1388">Recommendation: Retain for three (3) years, then dispose of.</p>
1207.	<p data-bbox="272 1436 831 1463"><u>SECURITY ACCESS REQUEST FORMS</u></p> <p data-bbox="272 1507 1000 1644">Dates: 2013- Volume: 3 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="272 1688 1466 1745">Recommendation: Retain for two (2) years, then dispose of.</p>



**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 38 of 61

Item No.	Record Series Title, Description and Recommendation
<b><u>PERSONNEL AND PAYROLL RECORDS</u></b>	
1300.	<u>BENEFITS RECORDS (E.G., ENROLLMENT FORMS, DEPENDENT AFFIDAVITS, APPEALS, QUALIFYING EVENT DOCUMENTS, ETC.)</u>
	Dates: 1937- Volume: 10 Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical
	Recommendation: Retain for seven (7) years, then dispose of.
1301.	<u>COMPENSATION RECORDS (E.G., FLSA DETERMINATIONS)</u>
	Dates: 1966- Volume: 61 Cubic Feet Annual Accumulation: 1.5 Cubic Feet Arrangement: Alphabetical
	Recommendation: Retain for three (3) years, then dispose of.
1302.	<u>COMPENSATION STUDIES (E.G., SALARY STUDIES)</u>
	Dates: 1966- Volume: 61 Cubic Feet Annual Accumulation: 1.5 Cubic Feet Arrangement: Alphabetical
	Recommendation: Retain for three (3) years, then dispose of.
1303.	<u>EMPLOYMENT AND LABOR RELATED FILES</u>
	Dates: 1937- Volume: 76 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Alphabetical
	Recommendation: Retain for three (3) years after settlement, then dispose of.

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 39 of 61

Item No.	Record Series Title, Description and Recommendation
1304.	<p><u>EMPLOYMENT APPLICATIONS (SOLICITED AND UNSOLICITED AND SUPPORTING DOCUMENTS (INCLUDING JOB POSTINGS, REQUEST FOR POSITION FORMS, JUSTIFICATION FOR POSITION FORMS, ETC.))</u></p> <p>Dates: 1976- Volume: 71 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Alphabetical</p> <p>Recommendation: Retain solicited applications and supporting documents for two (2) years from date of the application, then dispose of. Retain unsolicited applications and supporting documents for one (1) year from date of the application, then dispose of.</p>
1305.	<p><u>FACULTY CONTRACTS</u></p> <p>Dates: 1974- Volume: 248 Cubic Feet Annual Accumulation: 6 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years after termination of employment, then dispose of.</p>
1306.	<p><u>F.M.L.A. AND OTHER LEAVE RECORDS</u></p> <p>Dates: 1937- Volume: 56 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Alphabetical</p> <p>Recommendation: Retain three (3) years providing employee time information has been transferred to work history record and medical record information has been transferred to employee medical file.</p>



APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)

Application No. 19:005C

Page 40 of 61

Item No.	Record Series Title, Description and Recommendation
1307.	<p data-bbox="272 369 1422 432"><u>JOB DESCRIPTION, CLASSIFICATION, ANALYSIS RECORDS AND OTHER SUPPORTING DOCUMENTS</u></p> <p data-bbox="272 474 1003 613">Dates: 1967- Volume: 15 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Alphabetical</p> <p data-bbox="272 655 1471 823">Recommendation: Retain descriptions for five (5) years after superseded by a new description, then dispose of. Retain postings for five (5) years after job is filled, then dispose of.</p>
1308.	<p data-bbox="272 865 756 886"><u>PAYROLL DEDUCTION RECORDS</u></p> <p data-bbox="272 936 1023 1075">Dates: 1937- Volume: 263 Cubic Feet Annual Accumulation: 3 Cubic Feet Arrangement: Chronological</p> <p data-bbox="272 1117 1471 1285">Recommendation: Retain deduction authorizations for five (5) years following termination of employment, then dispose of. Retain garnishment records for seven (7) years after settlement, then dispose of.</p>
1309.	<p data-bbox="272 1327 561 1348"><u>PAYROLL RECORDS</u></p> <p data-bbox="272 1398 1062 1537">Dates: 1937- Volume: 1,702 Cubic Feet Annual Accumulation: 22 Cubic Feet Arrangement: Chronological</p> <p data-bbox="272 1579 1471 1642">Recommendation: Retain for seven (7) years, then dispose of.</p>

APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)

Application No. 19:005C

Page 41 of 61

Item No.	Record Series Title, Description and Recommendation
1310.	<p data-bbox="266 365 557 392"><u>PERSONNEL FILES</u></p> <p data-bbox="266 436 1057 575">Dates: 1937- Volume: 1,970 Cubic Feet Annual Accumulation: 26 Cubic Feet Arrangement: Alphabetical</p> <p data-bbox="266 617 1471 1398">Recommendation: Retain individual work and salary history records for sixty (60) years or until terminated employee's seventy-eighth (78) birthday, whichever occurs first, then dispose of. If the employee has not retired by age seventy-eight (78), retain individual work and salary history records for ten (10) years after termination of employment, then dispose of. Retain all other records within this record series for five (5) years after termination of employment, then dispose of.  If the employee is deceased retain for five (5) years after date of death, then dispose of provided no litigation is pending or anticipated. If litigation is pending retain until conclusion of all judicial action (including appeals), then dispose of.</p>
1311.	<p data-bbox="266 1440 695 1467"><u>PRE-EMPLOYMENT RECORDS</u></p> <p data-bbox="266 1512 1040 1650">Dates: 2001- Volume: 40.5 Cubic Feet Annual Accumulation: 4.5 Cubic Feet Arrangement: Alphabetical</p> <p data-bbox="266 1692 1471 1894">Recommendation: Retain individuals that are hired for seven (7) years after termination of employment, then dispose of. Retain individuals that are not hired for thirty (30) months after the position is filled.</p>

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 42 of 61

Item No.	Record Series Title, Description and Recommendation
1312.	<p><u>STUDENT EMPLOYMENT RECORDS</u></p> <p>Dates: 1981- Volume: 15 Cubic Feet Annual Accumulation: .5 Cubic Feet Arrangement: Alphabetical</p> <p>Recommendation: Retain Work Study Students for five (5) years after termination of employment, then dispose of. Retain other Student Employees for three (3) years after termination of employment, then dispose of.</p>
1313.	<p><u>TIME RECORDS (SICK, VACATION, OVERTIME, COMPENSATORY LEAVES, SIGN-IN/OUT SHEETS, CARDS, ETC.)</u></p> <p>Dates: 1937- Volume: 1,383 Cubic Feet Annual Accumulation: 18 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
1314.	<p><u>UNEMPLOYMENT COMPENSATION RECORDS</u></p> <p>Dates: 1937- Volume: 5 Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 43 of 61

Item No.	Record Series Title, Description and Recommendation
1315.	<p><u>U.S. DEPARTMENT OF IMMIGRATION AND NATURALIZATION SERVICE FORM I-9 EMPLOYMENT ELIGIBILITY VERIFICATIONS</u></p> <p>Dates: 1937- Volume: 20 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Alphabetical</p> <p>Recommendation: If person is employed for less than three years, retain for three (3) years after date of hire, then dispose of. If person is employed for three years or longer, then retain for one (1) year after termination of employment, then dispose of.</p>
1316.	<p><u>VOLUNTEER PROGRAM RECORDS</u></p> <p>Dates: 1937- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
1317.	<p><u>WAGE GARNISHMENT RECORDS</u></p> <p>Dates: 1937- Volume: 46 Cubic Feet Annual Accumulation: .5 Cubic Feet Arrangement: Alphabetical</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)

Application No. 19:005C

Page 44 of 61

Item No.

Record Series Title, Description and Recommendation

OFFICE OF RISK MANAGEMENT

1400. CERTIFICATES OF INSURANCE (INCOMING AND OUTGOING CERTIFICATES;  
VEHICLE INSURANCE CARDS)
- Dates: 2000-  
Volume: 3.5 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological then Alphabetical
- Recommendation: Retain Certificates for ten (10) years  
after expiration date, then dispose of.  
Retain Vehicle Insurance Cards for five  
(5) years after expiration date, then  
dispose of.
1401. CLAIM DOCUMENTS (GENERAL LIABILITY; PROPERTY; WORKER'S  
COMPENSATION; EDUCATORS LEGAL LIABILITY; STUDENT ATHLETE  
INJURY; STUDENT ACCIDENT HEALTH; STUDENT MALPRACTICE; CLAIM  
EVIDENCE)
- Dates: 2000-  
Volume: 8 Cubic Feet  
Annual Accumulation: .5 Cubic Feet  
Arrangement: Chronological then Alphabetical
- Recommendation: Retain Annual Reports for ten (10) years  
after closure of claim, then dispose of.
1402. CORRESPONDENCE RISK MANAGEMENT (STUDENT MALPRACTICE  
VERIFICATIONS, OTHER CORRESPONDENCE RELATED TO SPECIFIC CLAIMS  
OR LITIGATION)
- Dates: 2000-  
Volume: 5 Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Chronological
- Recommendation: Retain all Risk Management Correspondence  
for ten (10) years, then dispose of.  
Retain Student Malpractice Verifications  
permanently.

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 45 of 61

Item No.	Record Series Title, Description and Recommendation
1403.	<p data-bbox="269 365 732 392"><u>FOREIGN TRAVEL DOCUMENTS</u></p> <p data-bbox="269 436 1349 575">Dates: 2000- Volume: .5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological then Alphabetical</p> <p data-bbox="269 617 1469 680">Recommendation: Retain for seven (7) years after date of travel, then dispose of.</p>
1404.	<p data-bbox="269 722 1458 785"><u>INSURANCE APPLICATIONS (APPLICATIONS TO CARRIERS; CARRIER QUOTATIONS AND PROPOSALS; BOARD RECOMMENDATIONS FOR PLACEMENT)</u></p> <p data-bbox="269 827 1003 966">Dates: 2000- Volume: 10 Cubic Feet Annual Accumulation: .5 Cubic Feet Arrangement: Chronological</p> <p data-bbox="269 1008 1425 1108">Recommendation: Retain for ten (10) years after date of expiration of policy term, then dispose of.</p>
1405.	<p data-bbox="269 1150 1425 1360"><u>INSURANCE POLICIES (GENERAL LIABILITY; EXCESS LIABILITY; PROPERTY; ENVIRONMENTAL; WORKER'S COMPENSATION; EDUCATORS' LEGAL LIABILITY; BLANKET FIDELITY; TREASURER'S BOND; MULTI-MEDIA; CYBER; STUDENT MALPRACTICE; STUDENT ACCIDENT HEALTH; STUDENT ATHLETE; FOREIGN TRAVEL; SURETY BOND; LIQUOR LIABILITY; CCC FOUNDATION; NOTARY BONDS)</u></p> <p data-bbox="269 1402 1349 1541">Dates: 2000- Volume: 12 Cubic Feet Annual Accumulation: .75 Cubic Feet Arrangement: Chronological then Alphabetical</p> <p data-bbox="269 1583 1425 1680">Recommendation: Retain for twenty (20) years after expiration of policy term, then dispose of.</p>

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 46 of 61

Item No.	Record Series Title, Description and Recommendation
1406.	<p><u>LEGISLATION AND LANGUAGE RECOMMENDATIONS IMPACTING RISK MANAGEMENT</u></p> <p>Dates: 2000- Volume: 1.5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
1407.	<p><u>MEETING AGENDA AND MINUTES (INSURANCE BROKER; THIRD PARTY CLAIMS ADMINISTRATOR)</u></p> <p>Dates: 2000- Volume: 1.5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for ten (10) years, then dispose of.</p>
1408.	<p><u>OCCUPATIONAL &amp; ENVIRONMENTAL SAFETY (ACCIDENT REPORTS, AIR MONITORING AND AREA SAMPLING REPORTS; CARRIER PROPERTY INSPECTIONS; CHEMICAL INVENTORIES; FIRE INCIDENT REPORTS; HAZARDOUS MATERIAL SPILL REPORTS; HAZARDOUS WASTE DISPOSAL MANIFESTS AND REPORTS; SAFETY INSPECTIONS)</u></p> <p>Dates: 2011- Volume: 2.5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for ten (10) years from date of report or inspection, then dispose of.</p>



**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 47 of 61

Item No.	Record Series Title, Description and Recommendation
1409.	<p><u>RELEASE WAIVERS</u></p> <p>Dates: 2010- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
1410.	<p><u>REPORT TO EXTERNAL PARTIES BORDEREAU; SEMI-ANNUAL ILLINOIS WORKERS' COMPENSATION COMMISSION REPORT</u></p> <p>Dates: 2001- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for ten (10) years after closure of matter, then dispose of.</p>
1411.	<p><u>THIRD PARTY ADMINISTRATOR (TPA) RECORDS (TPA CLAIMS)</u></p> <p>Dates: 2000- Volume: 6 Cubic Feet Annual Accumulation: .5 Cubic Feet Arrangement: Chronological then Alphabetical</p> <p>Recommendation: Retain for seven (7) years after date of claim, then dispose of.</p>
1412.	<p><u>VEHICLE RECORDS (VEHICLE INVENTORY; ROSTER OF AUTHORIZED DRIVERS; DRIVER CREDENTIALING VERIFICATIONS)</u></p> <p>Dates: 2005- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>



APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)

Application No. 19:005C

Page 48 of 61

Item No.	Record Series Title, Description and Recommendation
	<u><b>SAFETY AND SECURITY RECORDS</b></u>
1500.	<u>ACCIDENT, INCIDENT, AND INJURY REPORTS</u>  Dates: 1992- Volume: 19 Cubic Feet Annual Accumulation: 5 Cubic Feet Arrangement: Chronological  Recommendation: Retain for seven (7) years, then dispose of.
1501.	<u>CLERY ACT REPORTING RECORDS (ANNUAL SECURITY AND FIRE SAFETY REPORTS, TIMELY WARNINGS, EMERGENCY AND MISSING STUDENT NOTIFICATIONS, CRIME AND FIRE STATISTICAL DATA COLLECTION REPORTS, CRIME AND FIRE LOGS, ETC.)</u>  Dates: 2002- Volume: 16 Cubic Feet Annual Accumulation: 5 Cubic Feet Arrangement: Chronological  Recommendation: Retain Annual reports for three (3) years after the date of publication, then dispose of. Retain Supporting records for seven (7) years after the date the incident was reported, then dispose of.
1502.	<u>DAILY BLOTTER/DAILY SIGN IN/DISPATCH ACTIVITY LOG</u>  Dates: 2003- Volume: 7 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological  Recommendation: Retain for two (2) years, then dispose of.

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 49 of 61

Item No.	Record Series Title, Description and Recommendation
1503.	<p><u>EMERGENCY PLANS</u></p> <p>Dates: 2007- Volume: .25 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years after superseded by a new plan, then dispose of.</p>
1504.	<p><u>FIRE ALARM REQUESTS TO FIRE DEPARTMENT</u></p> <p>Dates: 2005- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
1505.	<p><u>HANDICAPPED PARKING APPLICATIONS</u></p> <p>Dates: 2009- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year after expiration, then dispose of.</p>

APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)

Application No. 19:005C

Page 50 of 61

Item No.	Record Series Title, Description and Recommendation
1506.	<p data-bbox="277 365 1333 386"><u>IDENTIFICATION SERVICES (STUDENT, STAFF, FACULTY, ETC.)</u></p> <p data-bbox="277 436 987 573">Dates: 1995- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="277 617 1474 894">Recommendation: Retain Student for five (5) years after superseded by a new ID or five (5) years after graduation or date of last attendance, then dispose of. Retain Employee for five (5) years after superseded by a new ID or five (5) years after termination of employment, then dispose of.</p>
1507.	<p data-bbox="277 940 873 961"><u>LOST AND FOUND PROPERTY RECORDS</u></p> <p data-bbox="277 1012 1008 1148">Dates: 2008- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="277 1192 1474 1251">Recommendation: Retain for three (3) years, then dispose of.</p>
1508.	<p data-bbox="277 1299 1474 1360"><u>OFFICER ACTIVITY REPORTS, GUEST SIGN-IN LOGS, AND DOOR OPENING LOGS</u></p> <p data-bbox="277 1407 1008 1543">Dates: 2011- Volume: 16 Cubic Feet Annual Accumulation: 9 Cubic Feet Arrangement: Chronological</p> <p data-bbox="277 1587 1474 1610">Recommendation: Retain for two (2) years, then dispose of.</p>

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 51 of 61

Item No.	Record Series Title, Description and Recommendation								
1509.	<p data-bbox="272 367 982 396"><u>PARKING APPLICATIONS (STAFF, FACULTY)</u></p> <table data-bbox="272 430 1006 577"><tr><td>Dates:</td><td>2004-</td></tr><tr><td>Volume:</td><td>Negligible</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr></table> <p data-bbox="272 619 1461 682">Recommendation: Retain for one (1) year after expiration, then dispose of.</p>	Dates:	2004-	Volume:	Negligible	Annual Accumulation:	Negligible	Arrangement:	Chronological
Dates:	2004-								
Volume:	Negligible								
Annual Accumulation:	Negligible								
Arrangement:	Chronological								
1510.	<p data-bbox="272 724 893 753"><u>POLICE/CIVILIAN TRAINING RECORDS</u></p> <table data-bbox="272 787 1006 934"><tr><td>Dates:</td><td>2008-</td></tr><tr><td>Volume:</td><td>Negligible</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr></table> <p data-bbox="272 976 1461 1144">Recommendation: Retain Civilian for five (5) years after termination of employment, then dispose of. Retain Uniformed Personnel for forty (40) years, then dispose of.</p>	Dates:	2008-	Volume:	Negligible	Annual Accumulation:	Negligible	Arrangement:	Chronological
Dates:	2008-								
Volume:	Negligible								
Annual Accumulation:	Negligible								
Arrangement:	Chronological								
1511.	<p data-bbox="272 1186 1380 1249"><u>REQUESTS FOR CRIMINAL HISTORY BACKGROUND CHECK (MILITARY, OTHER AGENCIES, ETC.)</u></p> <table data-bbox="272 1291 1006 1438"><tr><td>Dates:</td><td>2011-</td></tr><tr><td>Volume:</td><td>.5 Cubic Feet</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr></table> <p data-bbox="272 1480 1461 1501">Recommendation: Retain for two (2) years, then dispose of.</p>	Dates:	2011-	Volume:	.5 Cubic Feet	Annual Accumulation:	Negligible	Arrangement:	Chronological
Dates:	2011-								
Volume:	.5 Cubic Feet								
Annual Accumulation:	Negligible								
Arrangement:	Chronological								
1512.	<p data-bbox="272 1543 950 1572"><u>SCHEDULES, ASSIGNMENTS, AND ROSTERS</u></p> <table data-bbox="272 1606 1047 1753"><tr><td>Dates:</td><td>2003-</td></tr><tr><td>Volume:</td><td>19.5 Cubic Feet</td></tr><tr><td>Annual Accumulation:</td><td>7 Cubic Feet</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr></table> <p data-bbox="272 1795 1461 1827">Recommendation: Retain for two (2) years, then dispose of.</p>	Dates:	2003-	Volume:	19.5 Cubic Feet	Annual Accumulation:	7 Cubic Feet	Arrangement:	Chronological
Dates:	2003-								
Volume:	19.5 Cubic Feet								
Annual Accumulation:	7 Cubic Feet								
Arrangement:	Chronological								

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 52 of 61

Item No.	Record Series Title, Description and Recommendation
1513.	<p data-bbox="261 436 764 468"><u>SEX OFFENDER REGISTRATIONS</u></p> <p data-bbox="261 510 974 646">Dates: 2012- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="261 688 1458 751">Recommendation: Retain for five (5) years after offender leaves jurisdiction, then dispose of.</p>
1514.	<p data-bbox="261 793 954 825"><u>VEHICLE FUEL AND MAINTENANCE RECORDS</u></p> <p data-bbox="261 867 995 1003">Dates: 2011- Volume: 1 Cubic Feet Annual Accumulation: .5 Cubic Feet Arrangement: Chronological</p> <p data-bbox="261 1045 1458 1182">Recommendation: Retain Vehicle Fuel records for four (4) years, then dispose of. Retain Vehicle Maintenance Records for the life of the vehicle, then dispose of.</p>
1515.	<p data-bbox="261 1224 919 1255"><u>VEHICLE REQUESTS AND DOCUMENTATION</u></p> <p data-bbox="261 1297 1011 1434">Dates: 2007- Volume: 1.5 Cubic Feet Annual Accumulation: .5 Cubic Feet Arrangement: Chronological</p> <p data-bbox="261 1476 1458 1541">Recommendation: Retain for two (2) years after return of vehicle, then dispose of.</p>

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 53 of 61

Item No.	Record Series Title, Description and Recommendation
1516.	<u>VIDEO AND AUDIO RECORDINGS (INVESTIGATIONS, INTERROGATIONS, BOOKINGS, SUREVEILLANCE, DETENTION CELL, AND IN-CAR VIDEO)</u>
	Dates: 2011- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological
	Recommendation: Video and audio recordings made under subsection (h), (h-5) or (h-10) of ILCS 720 5/h15 Criminal Code of 1961, Article 14 shall be retained by the law enforcement agency that employs the peace officer who made the recordings for a storage period of ninety (90) days, unless the recordings are made as part of an arrest or the recordings are deemed evidence in any criminal, civil, or administrative proceeding and then the recordings must only be destroyed upon a final disposition and an order from the court. Under no circumstances shall any recording be altered or erased prior to the expiration of the designated storage period. Upon completion of the storage period, the recording medium may be erased and reissued for operational use after submission and approval of a Local Records Disposal Certificate. Surveillance and detention cell: Shall be retained by the law enforcement agency that made the recordings for a storage period of ninety (90) days, unless the recordings are made as part of an arrest or the recordings are deemed evidence in any criminal, civil, or administrative proceeding and then the recordings must only be destroyed upon a final disposition and an order from the Court. Under no circumstances shall any recording be altered or erased prior to the expiration of the designated storage period, the recording medium may be erased and reissued for operational use

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 54 of 61

**Item No.**

**Record Series Title, Description and Recommendation**

after submission and approval of a Local Records Disposal Certificate. Video and/or audio recordings and documentation requirements used in an investigation and/or interrogation should be disposed of with the corresponding investigation file and must only be destroyed upon final disposition and an order from the court, but in no case less than ten (10) years. This does not relieve the agency from filing a Records Disposal Certificate documenting the disposal of the recordings. "Any video or audio recording or supporting document(s), which are determined to be evidence, shall be retained and disposed of in accordance with the Chain of Evidence Law, as provided under (Illinois Compiled Statutes, Ch. 725 5/116-4 (P.A. 91-871) (d-10)."





**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 56 of 61

Item No.	Record Series Title, Description and Recommendation
1603.	<p><u>CHARGE BACK REIMBURSEMENTS</u></p> <p>Dates: 2001- Volume: 48 Cubic Feet Annual Accumulation: 3 Cubic Feet Arrangement: Chronological then Alphabetical</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
1604.	<p><u>CLASS LISTS</u></p> <p>Dates: 1934- Volume: 268.5 Cubic Feet Annual Accumulation: 3 Cubic Feet Arrangement: Chronological then Alphabetical</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
1605.	<p><u>DUAL ENROLLMENT ADMISSION RECORDS</u></p> <p>Dates: 2008- Volume: 6.5 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological then Alphabetical</p> <p>Recommendation: Retain for five (5) years after graduation or last date of attendance, then dispose of.</p>
1606.	<p><u>ENROLLMENT VERIFICATION REQUESTS</u></p> <p>Dates: 2010- Volume: 12 Cubic Feet Annual Accumulation: 1.5 Cubic Feet Arrangement: Chronological then Alphabetical</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 57 of 61

Item No.	Record Series Title, Description and Recommendation
1607.	<p><u>GRADUATION APPLICATION FILES</u></p> <p>Dates: 1967- Volume: 69 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological then Alphabetical</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
1608.	<p><u>INTERNATIONAL STUDENT FILES NON-ACADEMIC TEMPORARY NON-IMMIGRANT STATUS (REQUEST FORM, PETITION COPIES, SUPPORTING DOCUMENTATION, INS APPROVALS, COPIES OF PASSPORTS AND VISAS, SERVIS 1-20, ETC.)</u></p> <p>Dates: 1999- Volume: 40.5 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological then Alphabetical</p> <p>Recommendation: Retain for five (5) years after graduation or last date of attendance, then dispose of.</p>
1609.	<p><u>MILITARY RECORDS</u></p> <p>Dates: 1990- Volume: 100 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological then Alphabetical</p> <p>Recommendation: Retain for five (5) years after graduation or last date of attendance, then dispose of.</p>

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)**

Application No. 19:005C

Page 58 of 61

Item No.	Record Series Title, Description and Recommendation
1610.	<p><u>PLACEMENT RECORDS</u></p> <p>Dates: 2000- Volume: 30 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological then Alphabetical</p> <p>Recommendation: Retain for five (5) years after graduation or last date of attendance, then dispose of.</p>
1611.	<p><u>STUDENT FILES (ADMISSION APPLICATIONS, REGISTRATION CARDS, ASSESSMENTS AND PLACEMENTS, DUAL ENROLLMENT, EARLY ENTRY PERMITS, EMPLOYMENT LETTERS, CHANGE OF ADDRESS, SOCIAL SECURITY VERIFICATIONS, DISCIPLINARY RECORDS, DUPLICATE ID FORMS, ATTENDANCE RECORDS, REINSTATEMENT CARDS, GRADE IMPROVEMENT FORMS, TOEFL TEST SCORES, PHYSICALS, HEALTH AND COUNSELLING FILES, GRADE RELEASES, AND DEGREE AUDITS)</u></p> <p>Dates: 1911- Volume: 1,846.5 Cubic Feet Annual Accumulation: 40 Cubic Feet Arrangement: Chronological then Alphabetical</p> <p>Recommendation: Retain for five (5) years after graduation or last date of attendance, then dispose of.</p>
1612.	<p><u>STUDENT PERMANENT ACADEMIC FILE (ACADEMIC RECORDS, HISTORY CHANGE FORMS, GRADES, TRANSFERS OF CREDIT, GRADE APPEALS AND CHANGES, PROFICIENCY TEST RESULTS, DIPLOMAS AND TRANSCRIPTS)</u></p> <p>Dates: 1911- Volume: 461.6 Cubic Feet Annual Accumulation: 10 Cubic Feet Arrangement: Chronological then Alphabetical</p> <p>Recommendation: Retain permanently.</p>

APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)

Application No. 19:005C

Page 59 of 61

Item No.

Record Series Title, Description and Recommendation

1613.

TRANSCRIPT REQUESTS

Dates: 1990-  
Volume: 91.5 Cubic Feet  
Annual Accumulation: 3.5 Cubic Feet  
Arrangement: Chronological then Alphabetical

Recommendation: Retain for one (1) year, then dispose of.

APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)

Application No. 19:005C

Page 60 of 61

Item No.	Record Series Title, Description and Recommendation
	<u>WKKC-FM RADIO RECORDS</u>
1700.	<u>FCC LICENSES</u>  Dates: 1973- Volume: Negligible (electronic) Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for three (3) years following term of license, then dispose of.
1701.	<u>PROGRAMMING LOGS</u>  Dates: 2008- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for six (6) years, then dispose of.
1702.	<u>PUBLIC INSPECTION FILES</u>  Dates: 2012- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for seven (7) years, then dispose of.

APPLICATION FOR AUTHORITY  
TO DISPOSE OF LOCAL RECORDS  
(RECORDS RETENTION SCHEDULE)  
(continued)

Application No. 19:005C

Page 61 of 61

Item No.	Record Series Title, Description and Recommendation
	<u>WYCC-TV RECORDS</u>
1800.	<u>FCC LICENSES</u>
	Dates: 1983- Volume: Negligible (electronic) Annual Accumulation: Negligible Arrangement: Chronological
	Recommendation: Retain for three (3) years, then dispose of.
1801.	<u>PUBLIC INSPECTION FILES</u>
	Dates: 2000- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological
	Recommendation: Retain for seven (7) years, then dispose of.
1802.	<u>TRAFFIC AND PROGRAMMING REPORTS</u>
	Dates: 2014- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological
	Recommendation: Retain for eight (8) years, then dispose of.

# 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 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.cyberdrivellinois.com/>.

APPLICATION #: \_\_\_\_\_

COUNTY: \_\_\_\_\_

FROM: \_\_\_\_\_  
(Agency Division)

ADDRESS: \_\_\_\_\_  
(Street, P.O. Box)  
 \_\_\_\_\_  
(City, ZIP Code)

CONTACT TELEPHONE: (\_\_\_\_) \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES (MONTH/YEAR)	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
			Total Volume from all pages  Cu. Ft. _____  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.

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

\_\_\_\_\_  
 Print name and title on line above

Prepared by: \_\_\_\_\_

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

**RECORDS DISPOSAL CERTIFICATE  
SUPPLEMENTAL PAGE**

APPLICATION NO.: \_\_\_\_\_

COUNTY: \_\_\_\_\_

FROM: \_\_\_\_\_  
(Agency, Division)

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)



**Computing Retention Periods For Local Records Disposal Certificates**

In accordance with the Illinois Administrative Code,  
please submit a Local Records Disposal Certificate. You may dispose of the records once you have received  
an approved copy back from the Local Records Unit.

In 2019 You May Submit A Disposal Certificate To Dispose of Records Listed on Your Application For  
Authority to Dispose of Local Records  
For The Following Calendar Years.

If The Retention Period Is:	Note	Latest Date of Records
1 Year	You May Dispose of Records Dated December 2017 or earlier	2017
2 Years	You May Dispose of Records Dated December 2016 or earlier	2016
3 Years	You May Dispose of Records Dated December 2015 or earlier	2015
4 Years	You May Dispose of Records Dated December 2014 or earlier	2014
5 Years	You May Dispose of Records Dated December 2013 or earlier	2013
6 Years	You May Dispose of Records Dated December 2012 or earlier	2012
7 Years	You May Dispose of Records Dated December 2011 or earlier	2011
8 Years	You May Dispose of Records Dated December 2010 or earlier	2010
9 Years	You May Dispose of Records Dated December 2009 or earlier	2009
10 Years	You May Dispose of Records Dated December 2008 or earlier	2008
11 Years	You May Dispose of Records Dated December 2007 or earlier	2007
12 Years	You May Dispose of Records Dated December 2006 or earlier	2006
13 Years	You May Dispose of Records Dated December 2005 or earlier	2005
14 Years	You May Dispose of Records Dated December 2004 or earlier	2004
15 Years	You May Dispose of Records Dated December 2003 or earlier	2003
60 Years	Student Permanent Records: Year Student Graduated, Withdrew from District, or Transferred	1958

The above are sample retention periods, your application may contain retention periods longer than 15 years which  
you may compute accordingly.

**Computing Cubic Feet:**

**1 Full Letter Size Drawer = 1.5 Cu. Ft.**

**1 Full Legal Size Drawer = 2.0 Cu. Ft.**

**1 Full Lateral File Size Drawer or**

**Banker Box = 2.5 Cu. Ft.**

If you just have a few files folders (less than .25 Cu. Ft. just enter Negligible as the cubic feet to be dispose of.  
A box about the size, copy paper is received in is around 1 Cu. Ft.

Approximately 2500 sheets of paper are contained in 1 Cu. Ft.

To determine the size of an electronic file, right click on the file name and then left click on properties to determine the  
KB, MB, GB, or TB

**If you need assistance please call (217)782-1080**