

VIA E-MAIL

Sept. 10, 2014

Mr. Kirk Allen
P.O. Box 593
Kansas, IL 61933
Kirk@illinoisleaks.com

Re: Your Freedom of Information Act Request dated July 11, 2014

Dear Mr. Allen:

On Sept. 3, 2014, the College of DuPage ("College") received your Freedom of Information Act ("FOIA") request via email dated Sept. 3, 2014. Your request stated as follows.

1. Copy of any records retention/destruction policy for COD.
2. Copy of any approval from the state for the Records retention/destruction policy for COD.
3. Copy of any intergovernmental agreement between COD and the Village of Glen Ellyn, Glen Ellyn Fire Department, and Lisle Woodridge Fire Protection District.
4. Copy of all legal bill invoices for the work performed on the annexation of COD property into Lisle Woodridge Fire Protection District.

The documents responsive to your request #1, #2, and #4 are contained in the attached PDF file.

The College does not have any documents responsive to your request #3.

Please be advised that the documents responsive to your request for "all legal bill invoices for the work performed on the annexation of COD property into Lisle Woodridge Fire Protection District" have been redacted to exclude descriptions of the legal services performed by the Library's attorneys which constitute confidential information subject to the attorney client privilege, and are exempt from disclosure under FOIA Section 7(1)(m). 5 ILCS 140/7(1)(m). The Illinois Appellate Court's decision in *People ex rel. v. Ulrich v. Stukel*, further supports the College's assertion that information pertaining to specific matters upon which the College consulted its attorneys and a description of services performed by the College's attorneys is exempt from disclosure under FOIA. 294 Ill.App.3d 193 (1st Dist. 1997). There, the Court held that attorney billing records which contain explanations for legal fees and indicate the type of work done or matters discussed between attorney and client could reveal the substance of confidential communications, and accordingly are subject to valid claims of attorney-client privilege and of exemption from disclosure under the Freedom of Information Act.

The name of the person responsible for redaction of the exempt information is Barbara Mitchell, the College's Freedom of Information Officer, who consulted with the College's legal counsel on this matter.

You may ask the Illinois Attorney General's Public Access Counselor (PAC) to review this decision concerning your records request, by submitting a Request for Review to the PAC by electronic mail or U.S. Mail within 60 days after this response. A request for Review by the PAC should be directed to:

Public Access Bureau
Office of the Attorney General
500 S. 2nd Street
Springfield, IL 62706
publicaccess@atg.state.il.us

The PAC's telephone number is (217) 558-0486.

You also have the right to administrative review by a court of law pursuant to Section 11 of the Illinois Freedom of Information Act.

Very truly yours,

A handwritten signature in cursive script, reading "Barbara Mitchell".

Barbara Mitchell
Freedom of Information Officer
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
630-942-2373

Attachments

STATE OF ILLINOIS
LOCAL RECORDS COMMISSION

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

APPLICATION NO. 81-286
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COUNTY DuPage	CITY OR TOWN Glen Ellyn	LOCAL RECORDS COMMISSION STATE ARCHIVES BUILDING SPRINGFIELD, ILLINOIS 62706 <i>Robert E. Aubrey</i> LOCAL RECORDS COMMISSION APPROVAL: Chairman of Local Records Commission <i>William L. Decker</i> CHAIRMAN Supervisor of Records Management Section JUN 2 1981 DATE
AGENCY College of DuPage		
DIVISION		

I HEREBY CERTIFY THAT THE RECORDS DESCRIBED IN THIS APPLICATION ARE NOT NEEDED IN THE TRANSACTION OF CURRENT BUSINESS AND ARE NOT OF SUFFICIENT ADMINISTRATIVE, LEGAL, OR FISCAL VALUE TO WARRANT FURTHER PRESERVATION.

Kenneth J. Kolbet 5/26/81
HEAD OF AGENCY DATE
Kenneth J. Kolbet, Vice President - Adm. Affairs

SUBMIT ORIGINAL AND TWO COPIES TO LOCAL RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
1.	OFFICE OF THE PRESIDENT AGENDA (BOARD OF TRUSTEES) Dates: 1967 - Volume: 15 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological Recommendation: Retain 60 days and destroy.	Disposition Approved
2.	BOARD OF TRUSTEES MINUTES Dates: 1967 - Volume: 4 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological Recommendation: Retain permanently. Resubmit under microfilm application.	Disposition Not Approved
3.	OPEN COLLEGE OPERATIONS SUPERVISOR COST EFFECTIVENESS REPORT (OPEN COLLEGE) Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: (Quarterly) Chronological Recommendation: Retain 2 years and destroy.	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
1.	<p>ADULT EDUCATION CO-ORDINATOR</p> <p>INDIVIDUAL STUDENT RECORD FORM</p> <p>Dates: 1/1980 - Present</p> <p>Volume: Negligible</p> <p>Annual Accumulation: Negligible</p> <p>Arrangement: Alphabetical</p> <p>Recommendation: Retain 5 years after graduation or date of last attendance and destroy.</p>	Disposition Approved
2.	<p>AUXILIARY ENTERPRISES</p> <p>FOOD SERVICE CATERING CHART</p> <p>Dates: 5/1973 -</p> <p>Volume: Negligible</p> <p>Annual Accumulation: Negligible</p> <p>Arrangement: Chronological</p> <p>Recommendation: Retain 1 year and destroy.</p>	Disposition Approved
3.	<p>ATHLETIC DEPT. RECORDS</p> <p>ATHLETIC ELIGIBILITY LISTS</p> <p>Dates: 1978 -</p> <p>Volume: 1 cu. ft.</p> <p>Annual Accumulation: Negligible</p> <p>Arrangement: Chronological</p> <p>Recommendation: Retain 2 years after submission to the NJCAA and destroy.</p>	Disposition Approved
4.	<p>ELIGIBILITY APPLICATION</p> <p>Dates: 1976 -</p> <p>Volume: 2 cu. ft.</p> <p>Annual Accumulation: Negligible</p> <p>Arrangement: Chronological</p> <p>Recommendation: Retain 5 years after graduation or date of last attendance and destroy.</p>	Disposition Approved
5.	<p>ALUMNI BOARD MEETING MINUTES</p> <p>Dates: 1971 -</p> <p>Volume: Negligible</p> <p>Annual Accumulation: Negligible</p> <p>Arrangement: Alphabetical</p> <p>Recommendation: Retain permanently. Resubmit under microfilm application.</p>	Disposition Not Approved
6.	<p>INTERNAL AUDITOR</p> <p>INTERNAL AUDIT REPORTS WITH WORKING PAPERS</p> <p>Dates: 1978 -</p> <p>Volume: 2 cu. ft.</p> <p>Annual Accumulation: Negligible</p> <p>Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
10.	<p>OPEN COLLEGE</p> <p>APPLICATION FOR APPROVAL OF COURSE</p> <p>Dates: 1967 -</p> <p>Volume: 2 cu. ft.</p> <p>Annual Accumulation: Negligible</p> <p>Arrangement: Chronological</p> <p>Recommendation: Retain permanently. Resubmit under microfilm application.</p>	Disposition Not Approved
11.	<p>ONE & FIVE-YEAR PLAN FOR OCCUPATIONAL EDUCATION</p> <p>Dates: 1967 -</p> <p>Volume: 2 cu. ft.</p> <p>Annual Accumulation: 2 cu. ft.</p> <p>Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p> <p>OCCUPATIONAL & VOCATIONAL EDUCATION</p>	Disposition Approved
12.	<p>APPLICATION FOR APPROVAL OF A COURSE - ICCB - 15</p> <p>Dates: 1971 -</p> <p>Volume: Negligible</p> <p>Annual Accumulation: Negligible</p> <p>Arrangement: Chronological</p> <p>Recommendation: Retain permanently. Resubmit under microfilm application.</p>	Disposition Not Approved
13.	<p>CURRICULUM COMMITTEE RECORDS</p> <p>Dates: 1967 -</p> <p>Volume: 12 cu. ft.</p> <p>Annual Accumulation 1 1/2 cu. ft.</p> <p>Arrangement: Chronological & by course name and number.</p> <p>Recommendation: Retain length of time course is offered and destroy accumulation.</p>	Disposition Approved
14.	<p>REQUEST FOR A MAJOR-MINOR OR OPTION OF A PREVIOUSLY APPROVED CURRICULUM</p> <p>Dates: 1967 -</p> <p>Volume: 3 cu. ft.</p> <p>Annual Accumulation: Negligible</p> <p>Arrangement: Chronological and by course name & number</p> <p>Recommendation: Retain permanently. Resubmit under microfilm application.</p>	Disposition Not Approved
15.	<p>PROGRAM APPROVAL</p> <p>Dates: 1967 -</p> <p>Volume: 3 cu. ft.</p> <p>Annual Accumulation: Negligible</p> <p>Arrangement: Chronological & Alphabetical</p> <p>Recommendation: Retain permanently. Resubmit under microfilm application.</p>	Disposition Not Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
16.	<p>PROPOSED UNITS OF INSTRUCTION (FORM 19)</p> <p>Dates: 1967 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently. Resubmit under microfilm application.</p> <p>DEVELOPMENTAL LEARNING LAB</p>	<i>Disposition Not Approved</i>
17.	<p>DEVELOPMENTAL LEARNING LABORATORY - STUDENT RECORDS</p> <p>Dates: 1975 - Volume: 40 cu. ft. Annual Accumulation: 2 1/2 cu. ft. Arrangement: Chronological & Alphabetical</p> <p>Recommendation: Retain 5 years after graduation or date of last attendance and destroy if audited.*</p>	<i>Disposition Approved</i>
18.	<p>DEVELOPMENTAL LEARNING LABORATORY - PERMANENT RECORD</p> <p>Dates: 1965 - Volume: 25 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological & Alphabetical</p> <p>Recommendation: Retain permanently. Resubmit under microfilm application.</p> <p>CAMPUS SERVICE</p>	<i>Disposition Not Approved</i>
19.	<p>BLUEPRINTS & SPECIFICATIONS</p> <p>Dates: 1967 - Volume: 20 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological & Numerical</p> <p>Recommendation: Retain permanently. Resubmit under microfilm application.</p>	<i>Disposition Not Approved</i>
20.	<p>CHANGE ORDER</p> <p>Dates: 1967 - Volume: 10 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological & Numerical</p> <p>Recommendation: Retain permanently. Resubmit under microfilm application.</p> <p>PUBLIC INFORMATION</p>	<i>Not Approved</i>
21.	<p>BUDGET LEDGER (MONTHLY REPORT)</p> <p>Dates: 1978 - Volume: 1 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 2 years and destroy if audited.*</p>	<i>Disposition Approved</i>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
22.	ACADEMIC ALTERNATIVES & TESTING G.E.D. LETTER OF RECOMMENDATION Dates: 1973 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 5 years after graduation or date of last attendance and destroy if audited.* EXCEPTION: Letters of recommendation not accompanied by student waivers should be destroyed after the student is admitted.	<i>Disposition Approved</i>
23.	NATIONAL LEAGUE FOR NURSING EXAMS Dates: 1976 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 5 years after graduation or date of last attendance and destroy.	<i>Disposition Approved</i>
24.	NEW YORK STATE REGENTS EXAM Dates: 1974 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain 5 years after graduation or date of last attendance and destroy.	<i>Disposition Approved</i>
25.	ADVANCED PLACEMENT PROGRAM Dates: 1971 - Volume: 5 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain 5 years after graduation or date of last attendance and destroy.	<i>Disposition Approved</i>
26.	M.A.A.P. (MATH ADVISING AID FOR PLACEMENT) Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological & Alphabetical Recommendation: Retain 5 years after graduation or date of last attendance and destroy.	<i>Disposition Approved</i>
27.	INTEREST INVENTORIES - SCORE REPORTS & ANSWER SHEETS Dates: 1974 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological & Alphabetical Recommendation: Retain 5 years after graduation or date of last attendance and destroy.	<i>Disposition Approved</i>

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28.	<p>CONSTITUTION EXAM - U.S. & ILLINOIS</p> <p>Dates: 1978 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical & Chronological</p> <p>Recommendation: Retain until the ICCB determines the results are posted correctly on the students permanent record.</p>	<p><i>Disposition Approved</i></p>
29.	<p>ALLIED HEALTH ENTRANCE EXAM</p> <p>Dates: 1978 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical & Chronological</p> <p>Recommendation: Retain 5 years after graduation or date of last attendance and destroy providing any necessary audits are completed.*</p>	<p><i>Disposition Approved</i></p>
30.	<p>NURSING ENTRANCE EXAM</p> <p>Dates: 1973 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical & Chronological</p> <p>Recommendation: Retain 5 years after graduation or date of last attendance and destroy providing any necessary audits are completed.*</p>	<p><i>Disposition Approved</i></p>
31.	<p>SAT ACHIEVMENT TESTS</p> <p>Dates: 1978 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical & Chronological</p> <p>Recommendation: Retain 5 years after graduation or date of last attendance and destroy providing any necessary audits are completed.*</p>	<p><i>Disposition Approved</i></p>
32.	<p>ACT</p> <p>Dates: 1971 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical & Chronological</p> <p>Recommendation: Retain 5 years after graduation or date of last attendance and destroy providing any necessary audits are completed.*</p>	<p><i>Disposition Approved</i></p>
33.	<p>CPP - CAREER PLANNING PROGRAM</p> <p>Dates: 1971 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical & Chronological</p> <p>Recommendation: Retain 5 years after graduation or date of last attendance and destroy providing any necessary audits are completed.*</p>	<p><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
34.	<p>COMPARATIVE GUIDANCE & CGP - PLACEMENT PROGRAM</p> <p>Dates: 1971 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological & Alphabetical</p> <p>Recommendation: Retain 5 years after graduation or date of last attendance and destroy providing any necessary audits are completed.*</p> <p>VICE PRESIDNET OF ADMINISTRATIVE SERVICES</p>	<i>Disposition Approved</i>
35.	<p>CANCELLED BONDS & COUPONS</p> <p>Dates: 1967 - Volume: 3 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological & Numerical</p> <p>Recommendation: Retain 3 years and destroy if audited.*</p>	<i>Disposition Approved</i>
36.	<p>INSURANCE CLAIMS</p> <p>Dates: 1967 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	<i>Disposition Approved</i>
37.	<p>INSURANCE POLICIES</p> <p>Dates: 1967 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 7 years after expiration of policy and destroy if no litigation is pending.</p>	<i>Disposition Approved</i>
38.	<p>CONTRACTS & AGREEMENTS</p> <p>Dates: 1967 - Volume: 4 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 10 years after completion of project and destroy.</p>	<i>Disposition Approved</i>
39.	<p>LEGAL OPINIONS</p> <p>Dates: 1967 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently. Resubmit under microfilm application.</p>	<i>Disposition Not Approved</i>

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40.	<p>MISCELLANEOUS BIDS, SPECIFICATIONS, & PROPOSALS (INSURANCE ETC.)</p> <p>Dates: 1967 - Volume: 6 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 10 years after acceptance or rejection and destroy.</p> <p>PLANNING & INFORMATION</p>	<p><i>Disposition Approved</i></p>
41.	<p>CONSTRUCTION COMMUNICATION & CORRESPONDENCE</p> <p>Dates: 1967 - Volume: 10 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 5 years and destroy.</p> <p>VICE PRESIDENT EXTERNAL AFFAIRS</p>	<p><i>Disposition Approved</i></p>
42.	<p>FOUNDATION FINANCIAL REPORTS (AUDIT)</p> <p>Dates: 1967 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy.</p>	<p><i>Disposition Approved</i></p>
43.	<p>MEETING MINUTES (COLLEGE OF DU PAGE FOUNDATION)</p> <p>Dates: 1967 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently. Resubmit under microfilm application.</p> <p>BUSINESS & ACTIVITY INSTITUTE</p>	<p><i>Disposition Not Approved</i></p>
44.	<p>INPLANT CONTRACT</p> <p>Dates: 1979 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical</p> <p>Recommendation: Retain 5 years after completing terms of agreement and destroy if audited.*</p>	<p><i>Disposition Approved</i></p>
45.	<p>TUITION WAIVER</p> <p>Dates: 1979 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Subject</p> <p>Recommendation: Retain 5 years after graduation or date of last attendance and destroy if audited.*</p>	<p><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
16.	LETTERS OF AGREEMENT Dates: 1979 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical & Subject Recommendation: Retain 2 years after expiration and destroy.	Disposition Approved
17.	C.E.U. RECORDS Dates: 1979 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently. Resubmit under microfilm application.	Disposition Not Approved
48.	BUSINESS & PROFESSIONAL INSTITUTE ACTIVITY FILE Dates: 1979 - Volume: 4 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological Recommendation: Retain 5 years after completion of activity and destroy.	Disposition Approved
49.	COMPUTER SERVICES E 1 COMPUTER TAPE (TO ICCB) Dates: 1975 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain information on tape until the ICCB confirms the data is contained on ICCB tape and destroy.	Disposition Approved
50.	PUBLIC SAFETY TRAFFIC TICKET APPEAL Dates: 1967 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 2 years after appeal is settled.	Disposition Approved
51.	CRIMINAL OFFENCE REPORTS Dates: 1967 - Volume: 7 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological Recommendation: Retain 3 years and destroy.	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
52.	REPORT OF MOTOR VEHICLE ACCIDENTS (TRAFFIC) Dates: 1967 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 7 years and destroy.	Disposition Approved
53.	MISCELLANEOUS INCIDENT REPORT Dates: 1967 - Volume: 14 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological Recommendation: Retain 1 year and destroy.	Disposition Approved
54.	JUVENILE CONTACT INFORMATION Dates: 1967 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological & Alphabetical Recommendation: Retain 1 year after subject reaches legal age and destroy.	Disposition Approved
55.	TRAFFIC SUMMONS (PAID FINES) Dates: 1967 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 2 years and destroy.	Disposition Approved
56.	OFFICER'S DAILY REPORTS (ACTIVITY, ETC.) Dates: 1967 - Volume: 7 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological Recommendation: Retain 1 year and destroy.	Disposition Approved
57.	KEY REQUEST FORM Dates: 1967 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 2 years and destroy if audited.*	Disposition Approved

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58.	SAFETY INSPECTION REPORT Dates: 1967 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 7 years and destroy.	Disposition Approved
	STUDENT ACTIVITIES	
59.	CAMPUS CENTER TRAVEL BUREAU STUDENT HEALTH REPORT Dates: 1967 - Volume: 1 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological Recommendation: Retain 5 years after inactivation and destroy.	Disposition Approved
	HOLD HARMLESS AGREEMENT (PART OF INSURANCE POLICY)	
60.	Dates: 1967 - Volume: 1 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological Recommendation: Retain 7 years after expiration and destroy providing no litigation is pending.	Disposition Approved
	EQUIPMENT RENTAL AGREEMENT	
61.	Dates: 1974 - Volume: 4 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological Recommendation: Retain 2 years beyond term of agreement and destroy.	Disposition Approved
	CONTRACT FOR PERFROMANCE	
62.	Dates: 1967 - Volume: 1 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological Recommendation: Retain 2 years after completion of contract and destroy.	Disposition Approved
	STUDENT ACTIVITIES EVENT SIGN-UP SHEET	
63.	Dates: 1967 - Volume: 1 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological Recommendation: Retain 1 year after event and destroy.	Disposition Approved

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64.	ECHO TRAVEL TRIP RESERVATION FORM Dates: 1967 - Volume: 1 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological Recommendation: Retain 1 year after event and destroy.	Disposition Approved
65.	DAILY CASH REPORT - STUDENT ACTIVITIES Dates: 1972 - Volume: 6 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological Recommendation: Retain 2 years and destroy if audited.*	Disposition Approved
66.	RECEIPT OF PAYMENT (ORIGINATES IN ACCOUNTING) Dates: 1967 - Volume: 1 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological Recommendation: Retain 2 years and destroy if audited.* MISCELLANEOUS RECORDS	Disposition Approved
67.	MISCELLANEOUS OR NON-ESSENTIAL CORRESPONDENCE Dates: 1967 - Volume: 200 cu. ft. Annual Accumulation: 50 cu. ft. Arrangement: Chronological Recommendation: Purge files annually of all non-essential correspondence.	Disposition Approved
68.	STUDENT RECORDS & INFORMATION CASH RECEIPTS (DUPLICATES) Dates: 1967 - Volume: 14 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological & Numerical Recommendation: Retain 2 years and destroy if audited.*	Disposition Approved
69.	PURCHASE ORDERS & REQUISITIONS (COPIES) Dates: 1967 - Volume: 14 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological Recommendation: Retain 2 years and destroy if audited.*	Disposition Approved

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70.	<p>PERMANENT ACADEMIC RECORDS</p> <p>Dates: 1967 - Volume: 75 cu. ft. Annual Accumulation: 10 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain permanently. Resubmit under microfilm application.</p>	Disposition Not Approved
71.	<p>ADMISSION DOCUMENTS - FOR APPLICANTS WHO <u>DO</u> ENTER</p> <p>Dates: 1967 - Volume: 50 cu. ft. Annual Accumulation: 10 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 5 years after graduation or date of last attendance and destroy if audited.*</p>	Disposition Approved
72.	<p>VETERAN'S APPLICATION FOR EDUCATIONAL BENEFITS (VETERAN'S EDUCATIONAL RECORDS)</p> <p>Dates: 1967 - Volume: 6 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	Disposition Approved
73.	<p>TRANSCRIPT REQUEST</p> <p>Dates: 1967 - Volume: 4 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 1 year after request is received and destroy.</p>	Disposition Approved
74.	<p>CLASS REGISTER</p> <p>Dates: 1967 - Volume: 8 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Destroy accumulation;</p>	Disposition Approved
75.	<p>MID-TERM VERIFICATION ENROLLMENT SHEETS</p> <p>Dates: 1967 - Volume: 8 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 3 years and destroy if audited.*</p>	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
76.	<p>ELIGIBILITY APPLICATION (REGISTRAR'S COPY)</p> <p>Dates: 1967 - Volume: 2 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 5 years after graduation or date of last attendance and destroy.</p>	Disposition Approved
77.	<p>NATIONAL JR. COLLEGE ATHLETICS ASSOCIATION (NJCAA) ELIGIBILITY REPORT (REGISTRAR'S COPY)</p> <p>Dates: 1967 - Volume: 3 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 2 years after submission to NJCAA and destroy.</p>	Disposition Approved
78.	<p>PETITIONS FOR GRADUATION</p> <p>Dates: 1967 - Volume: 14 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 5 years after graduation or date of last attendance and destroy if audited.*</p>	Disposition Approved
79.	<p>REGISTRATION FORM</p> <p>Dates: 1967 - Volume: 10 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 1 year after course is completed and destroy.</p>	Disposition Approved
80.	<p>SCHEDULE CHANGE (ADD DROP FORM)</p> <p>Dates: 1967 - Volume: 10 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 1 year after the ICCB audit is complete and destroy.</p>	Disposition Approved
81.	<p>FINAL GRADE REPORT (FOR CLASS, <u>NOT</u> INDIVIDUAL STUDENTS)</p> <p>Dates: 1967 - Volume: 10 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 3 years and destroy accumulation.</p>	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
8 32.	STUDENT FINANCIAL AID STUDENT FINANCIAL AID RECORDS Dates: 1969 - Volume: 56 cu. ft. Annual Accumulation: 6 cu. ft. Arrangement: Alphabetical Recommendation: Retain 5 years after graduation or date of last attendance and destroy providing all necessary audits are completed.*	Disposition Approved
33.	LOCAL SCHOLARSHIP RECORDS Dates: 1973 - Volume: 9 cu. ft. Annual Accumulation: 3 cu. ft. Arrangement: Alphabetical & Numerical Recommendation: Retain 7 years and destroy if audited.*	Disposition Approved
8 34.	ILLINOIS VETERANS SCHOLARSHIP Dates: 1971 - Volume: 30 cu. ft. Annual Accumulation: 3 cu. ft. Arrangement: Alphabetical Recommendation: Retain 7 years and destroy if audited.*	Disposition Approved
35.	STUDENT EMPLOYMENT RECORDS Dates: 1976 - Volume: 12 1/2 cu. ft. Annual Accumulation: 3 cu. ft. Arrangement: Chronological Recommendation: Retain 5 years after graduation or date of last attendance and destroy if all necessary audits are completed.*	Disposition Approved
8 36.	STUDENT AWARD LETTERS/LEDGERS Dates: 1973 - Volume: 9 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological Recommendation: Retain 7 years and destroy if audited.*	Disposition Approved
37.	SMALL LOAN RECORDS (SHORT TERM) Dates: 1970 - Volume: 3 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 1 year after payment and destroy if audited.*	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
38. 49	BILLING RECORDS (ISSC, ING/INM. SERS/BG PR) Dates: 1969 - Volume: 7 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological Recommendation: Retain 7 years and destroy if audited.*	Disposition Approved
39. 49	FEDERAL/STATE REGULATIONS, AWARD NOTICES AND APPLICATIONS Dates: 1969 - Volume: 27 1/2 cu. ft. Annual Accumulation: 3 cu. ft. Arrangement: Chronological Recommendations: Retain 7 years and destroy if audited.*	Disposition Approved
40. 90	LEEP (LAW ENFORCEMENT EDUCATION PROGRAM) Dates: 1970 - Volume: 1 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 7 years and destroy if audited.*	Disposition Approved
41. 91	ADMINISTRATIVE VICE PRESIDENT MISCELLANEOUS BIDS, SPECIFICATIONS, & PROPOSALS (SUCCESSFUL & UNSUCCESSFUL) Dates: 1967 - Volume: 14 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological Recommendation: Retain 10 years after acceptance or rejection and destroy.	Disposition Approved
42. 92	PURCHASE ORDERS & REQUISITIONS Dates: 1967 - Volume: 14 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological Recommendation: Retain 2 years and destroy if audited.*	Disposition Approved
43. 93	INVENTORY (FIXED ASSETS INVENTORY FORM) Dates: 1967 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 3 years and destroy if audited.*	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
a 14.	BUSINESS & FINANCE OFFICE DATA PROCESSING TIME ACCOUNTING Dates: 1972 - Volume: 3 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological Recommendation: Retain 2 years and destroy if audited.*	Disposition Approved
a 15.	AUDIT WORK PAPERS Dates: 1969 - Volume: 4 1/2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological Recommendation: Retain 7 years and destroy.	Disposition Approved
a 16.	ACCOUNTS PAYABLE SUMMARIES Dates: 1980 - Volume: 2 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological Recommendation: Retain 2 years and destroy if audited.*	Disposition Approved
a 17.	ACCOUNTS RECEIVABLE (LEDGER & INVOICE BACK-UP) Dates: 1969 - Volume: 28 cu. ft. Annual Accumulation: 5 cu. ft. Arrangement: Chronological Recommendation: Retain 2 years and destroy if audited.*	Disposition Approved
b 18.	ANNUAL SOURCE RUNS Dates: 1967 - Volume: 59 1/2 cu. ft. Annual Accumulation: 6 cu. ft. Arrangement: Chronological Recommendation: Retain 2 years and destroy if audited.*	Disposition Approved
9.	MONTHLY SOURCE RUNS Dates: 1974 - Volume: 52 cu. ft. Annual Accumulation: 4 cu. ft. Arrangement: Chronological Recommendation: Retain 2 years and destroy if audited.*	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
100.	<p>DAILY TRANSACTION REGISTER</p> <p>Dates: 1976 - Volume: 34 cu. ft. Annual Accumulation: 6 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 2 years and destroy if audited.*</p>	Disposition Approved
101.	<p>MONTHLY TRANSACTION SUMMARY REGISTER</p> <p>Dates: 1980 - Volume: 1 1/2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 2 years and destroy if audited.*</p>	Disposition Approved
102.	<p>ANNUAL TRANSACTION SUMMARY REGISTER</p> <p>Dates: 1976 - Volume: 28 1/2 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	Disposition Approved
103.	<p>IMPREST RECORDS (SUMMARY, DISBURSEMENTS, BANK RUNS, ETC.)</p> <p>Dates: 1967 - Volume: 41 cu. ft. Annual Accumulation: 4 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	Disposition Approved
104.	<p>BACK-UP REPORTS (BOOK STORE, FOOD SERVICES, ETC.)</p> <p>Dates: 1974 - Volume: 28 1/2 cu. ft. Annual Accumulation: 4 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 2 years and destroy if audited.*</p>	Disposition Approved
105.	<p>ACCRUED A/P AND ACCRUED SALARIES</p> <p>Dates: 1980 - Volume: 1 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 2 years and destroy if audited.*</p>	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
106.	UTILITY TAX REPORTS & BACK-UP Dates: 1975 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 3 years and destroy if audited and no litigation is pending.*	Disposition Approved
107.	TAX LEVIES (COPIES) Dates: 1967 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 7 years and destroy if audited.*	Disposition Approved
108.	SITE & CONSTRUCTION FILES Dates: 1967 - Volume: 6 cu. ft. Annual Accumulation: 3/4 cu. ft. Arrangement: Chronological Recommendation: Retain 7 years after completion of project and destroy.	Disposition Approved
109.	STATE APPROPRIATION CLAIMS & SUPPORTING DATA (COMPUTER PRINT-OUT BY CLASS) Dates: 1970 - Volume: 11 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological Recommendation: Retain 7 years and destroy if audited.*	Disposition Approved
110.	MANUALS & JOURNALS N.D.S.L. NURSING Dates: 1976 - Volume: 4 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological Recommendation: Retain 7 years and destroy if audited.*	Disposition Approved
111.	NURSING STUDENT FILES N.D.S.L. STUDENT FILES Dates: 1971 - Volume: 6 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 5 years after graduation or date of last attendance and destroy if audited.*	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
12.	<p>COLLEGE OF DU PAGE FOUNDATION (SMALL LOAN AGREEMENTS)</p> <p>Dates: 1973 - Volume: 4 cu. ft. Annual Accumulation: 1/2 cu.ft. Arrangement: Alphabetical</p> <p>Recommendation: Retain 2 years after payment and destroy if audited and no litigation is pending.</p>	Disposition Approved
13.	<p>STUDENT REFUNDS</p> <p>Dates: 1971 - Volume: 40 cu. ft. Annual Accumulation: 4 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 2 years and destroy if audited.*</p>	Disposition Approved
14.	<p>GRANT FILES</p> <p>Dates: 1969 - Volume: 14 cu. ft. Annual Accumulation: 2 1/2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	Disposition Approved
15.	<p>GRANT FUND LEDGERS (DUPLICATE)</p> <p>Dates: 1976 - Volume: 4 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Destroy accumulation.</p>	Disposition Approved
16.	<p>ANNUAL GENERAL LEDGERS & JOURNAL ENTRIES</p> <p>Dates: 1967 - Volume: 19 1/2 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	Disposition Approved
17.	<p>GENERAL LEDGERS (MONTHLY)</p> <p>Dates: 1975 - Volume: 15 1/2 cu. ft. Annual Accumulation: 3 1/2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 2 years and destroy if audited.*</p>	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
118.	<p>CHECK REGISTERS & LISTS</p> <p>Dates: 1971 - Volume: 8 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological & Numerical</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	Disposition Approved
119.	<p>CASH RECEIPTS & REGISTER TAPES</p> <p>Dates: 1968 - Volume: 52 cu. ft. Annual Accumulation: 5 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 2 years and destroy if audited.*</p>	Disposition Approved
120.	<p>BOOKSTORE REQUISITIONS</p> <p>Dates: 1976 - Volume: 2 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 2 years and destroy if audited.*</p>	Disposition Approved
121.	<p>CANCELLED CHECKS, BANK STATEMENTS, & DEPOSIT SLIPS</p> <p>Dates: 1967 - Volume: 140 1/2 cu. ft. Annual Accumulation: 14 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	Disposition Approved
122.	<p>INVOICES, VOUCHERS, & PAID BILLS</p> <p>Dates: 1968 - Volume: 250 cu. ft. Annual Accumulation: 22 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	Disposition Approved
123.	<p>CHECK COPIES, STUBS, & VOUCHER COPIES</p> <p>Dates: 1968 - Volume: 50 cu. ft. Annual Accumulation: 6 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 2 years and destroy if audited.*</p>	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
124.	<p>STUDENT AID - VOUCHERS & CHECK COPIES</p> <p>Dates: 1973 - Volume: 43 cu. ft. Annual Accumulation: 7 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	Disposition Approved
125.	<p>BANK RECONCILIATION</p> <p>Dates: 1967 - Volume: 25 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited and information is posted in ledger.</p>	Disposition Approved
126.	<p>TRAVEL EXPENSES</p> <p>Dates: 1970 - Volume: 6 cu. ft. Annual Accumulation: 1 1/2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	Disposition Approved
127.	<p>EMPLOYEE EXPENSES</p> <p>Dates: 1973 - Volume: 8 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	Disposition Approved
128.	<p>PAYROLL UPDATES & EDIT LISTS</p> <p>Dates: 1975 - Volume: 40 cu. ft. Annual Accumulation: 5 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 2 years and destroy if audited.*</p>	Disposition Approved
129.	<p>CUMULATIVE PAYROLL LEDGERS</p> <p>Dates: 1977 - Volume: 4 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 2 years and destroy if audited.*</p>	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
130.	PAYROLL LEDGERS & REGISTERS Dates: 1972 - Volume: 46 cu. ft. Annual Accumulation: 5 cu. ft. Arrangement: Chronological Recommendation: Retain 7 years and destroy if audited.*	Disposition Approved
131.	INDIVIDUAL PAYROLL SUMMARY Dates: 1976 - Volume: 10 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological Recommendation: Retain 2 years and destroy if audited.*	Disposition Approved
132.	PAYROLL TIME CARDS & SHEETS Dates: 1971 - Volume: 15 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological Recommendation: Retain 2 years and destroy if audited.*	Disposition Approved
133.	PAYROLL PERSONNEL FILES (TERMINATED & CURRENT EMPLOYEES) Dates: 1967 - Volume: 10 cu. ft. Annual Accumulation: 1 1/2 cu. ft. Arrangement: Chronological Recommendation: Retain 7 years and destroy if audited.*	Disposition Approved
134.	ANNUITY PAYMENTS (RECORDS) Dates: 1969 - Volume: 2 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological Recommendation: Retain 3 years and destroy providing all audits have been completed.*	Disposition Approved
135.	WITHHOLDING TAX RECORDS (STATE & FEDERAL) Dates: 1970 - Volume: 12 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological Recommendation: Retain 7 years and destroy if audited.*	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
136.	DIVISION OFFICES COURSE OUTLINES Dates: 1967 - Volume: 20 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological Recommendation: Retain for length of the course then destroy accumulation.	Disposition Approved
137.	ADMISSIONS ADMISSION DOCUMENTS - FOR APPLICANTS WHO DO <u>NOT</u> ENTER Dates: 1967 - Volume: 10 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 3 years and destroy if audited.*	Disposition Approved
138.	HEALTH SERVICES WORKMAN'S COMPENSATION INSURANCE Dates: 1970 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 7 years after expiration and destroy providing no claims are pending.	Disposition Approved
139.	ATHLETIC PHYSICALS Dates: 1978 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 5 years after inactivation and destroy.	Disposition Approved
140.	ACCIDENT REPORT (NON-TRAFFIC) Dates: 1975 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 2 years and destroy.	Disposition Approved
141.	ATHLETIC INSURANCE CLAIM Dates: 1970 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 7 years and destroy if audited.*	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
142.	<p>DAILY HEALTH LOG</p> <p>Dates: 1979 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 3 years and destroy.</p> <p>OFFICE OF DEVELOPMENT</p>	<i>Disposition Approved</i>
143.	<p>APPLICATION FOR FEDERAL GRANTS</p> <p>Dates: 1973 - Volume: 2 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	<i>Disposition Approved</i>
144.	<p>H.E.W. AGREEMENT COVERING INSTITUTIONAL PARTICIPATION IN PROGRAM OF STUDENT FINANCIAL ASSISTANCE</p> <p>Dates: 1973 - Volume: 6 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 5 years after expiration of agreement and destroy.</p>	<i>Disposition Approved</i>
145.	<p>APPLICATION TO RECEIVE STATE FUNDS</p> <p>Dates: 1973 - Volume: 4 cu. ft. Annual Accumulation: 4 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	<i>Disposition Approved</i>
146.	<p>D.O.L./C.E.T.A. - MISCELLANEOUS CORRESPONDENCE</p> <p>Dates: 1973 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	<i>Disposition Approved</i>
147.	<p>PRIVATE FOUNDATION FILES</p> <p>Dates: 1973 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	<i>Disposition Approved</i>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
148.	OFFICE OF DEVELOPMENT (CORRESPONDENCE) Dates: 1970 - Volume: 18 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological Recommendation: Purge files annually of all non-essential correspondence. PERSONNEL (STAFF RELATIONS)	Disposition Approved
149.	APPLICATION FOR EMPLOYMENT - FACULTY Dates: 1979 - Volume: 10 cu. ft. Annual Accumulation: 5 cu. ft. Arrangement: Chronological Recommendation: Retain 5 years and destroy.	Disposition Approved
150.	APPLICATION FOR EMPLOYMENT - UNCLASSIFIED EMPLOYEE Dates: 1967 - Volume: 350 cu. ft. Annual Accumulation: 28 cu. ft. Arrangement: Alphabetical Recommendation: Retain 5 years and destroy.	Disposition Approved
151.	DEATH CLAIMS Dates: 1967 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain 5 years after termination of employment and destroy.	Disposition Approved
152.	DISABILITY CLAIMS Dates: 1967 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain 5 years after termination of employment and destroy.	Disposition Approved
153.	MEDICAL ENROLLMENT FORMS - TERMINATED Dates: 1970 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain 5 years after termination of employment and destroy.	Disposition Approved

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154.	<p>MEDICAL/DENTAL CLAIMS FORMS</p> <p>Dates: 1970 - Volume: 8 cu. ft. Annual Accumulation: 2 1/2 cu. ft. Arrangement: Alphabetical</p> <p>Recommendation: Retain 5 years after termination of employment and destroy.</p>	Disposition Approved
155.	<p>CLASSIFIED EMPLOYEE PERSONNEL INFORMATION</p> <p>Dates: 1967 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain 5 years and destroy.</p>	Disposition Approved
156.	<p>LETTERS OF CORRESPONDENCE</p> <p>Dates: 1979 - Volume: 2 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Alphabetical</p> <p>Recommendation: Purge files annually of all non-essential correspondence.</p>	Disposition Approved
157.	<p>FORMER PART-TIME FACULTY FILES</p> <p>Dates: 1967 - Volume: 24 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Alphabetical</p> <p>Recommendation: Retain 5 years after termination of employment and destroy.</p>	Disposition Approved
158.	<p>FORMER FULL-TIME FACULTY FILES</p> <p>Dates: 1967 - Volume: 6 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain 5 years after termination of employment and destroy.</p>	Disposition Approved
159.	<p>APPLICATION FOR EMPLOYMENT CLASSIFIED PERSONNEL - TERMINATED</p> <p>Dates: 1967 - Volume: 2 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain 5 years after termination of employment and destroy.</p>	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
160.	<p>PART-TIME FACULTY ASSIGNMENT RECORD CARDS</p> <p>Dates: 1970 - Volume: 2 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain permanently. Resubmit under microfilm application.</p>	<p><i>Disposition</i> <i>Not Approved</i></p>
161.	<p>3 x 5 INDEX CARD FILES</p> <p>Dates: 1978 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Destroy accumulation.</p>	<p><i>Disposition</i> <i>Approved</i></p>
162.	<p>TRANSCRIPTS & CREDENTIALS</p> <p>Dates: 1979 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain 5 years after termination of employment and destroy.</p>	<p><i>Disposition</i> <i>Approved</i></p>
163.	<p>EMPLOYEE ATTENDANCE RECORD</p> <p>Dates: 1970 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain 2 years and destroy if transferred to permanent card.</p>	<p><i>Disposition</i> <i>Approved</i></p>
164.	<p>GRIEVANCE RECORDS</p> <p>Dates: 1967 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 5 years after termination of employment and destroy.</p>	<p><i>Disposition</i> <i>Approved</i></p>
165.	<p>TIME AWAY FROM CAMPUS FORM</p> <p>Dates: 1967 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain 2 years if posted on permanent record card.</p>	<p><i>Disposition</i> <i>Approved</i></p>

APPLICATION FOR AUTHORITY TO
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
166.	<p>EQUAL EMPLOYMENT OPPORTUNITY SURVEY CARDS</p> <p>Dates: 1979 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 5 years and destroy,</p>	Disposition Approved
167.	<p>UNEMPLOYMENT CLAIM FORMS</p> <p>Dates: 1967 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain 3 years and destroy unless litigation is pending.</p>	Disposition Approved
168.	<p>E 1 COMPUTER TAPES FOR SUBMISSION TO ICCB</p> <p>Dates: 1971 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain information on tape until the ICCB confirms the data is contained on ICCB tape.</p>	Disposition Approved
169.	<p>E 2 CARDS FOR SUBMISSION TO ICCB (DUPLICATE DECK)</p> <p>Dates: 1971 - Volume: 10 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain information on tape until the ICCB confirms the data is contained on ICCB tape.</p>	Disposition Approved
170.	<p>ENROLLMENT DEVELOPMENT TASK FORCE & NOTES</p> <p>Dates: 1978 - 1979 Volume: 1 1/4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Destroy accumulation.</p>	Disposition Approved
171.	<p>COMPUTER PRINTOUTS - 57 SERIES (STUDENTS BY MAJOR)</p> <p>Dates: 1970 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Destroy accumulation.</p>	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
172.	<p>INSTITUTIONAL RESEARCH OFFICE EMPLOYEE RECORDS</p> <p>Dates: 1978 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Destroy accumulation.</p>	Disposition Approved
173.	<p>INSTITUTIONAL SELF-STUDY</p> <p>Dates: 1972 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently in college archives.</p>	Disposition Not Approved
174.	<p>H.E.G.I.S. RECORDS - FINANCIAL STATUTES OF INSTITUTIONS OF HIGHER LEARNING</p> <p>Dates: 1968 - Volume: 1 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 3 years and destroy.</p>	Disposition Approved
175.	<p>ICCB APPLICATION FOR RECOGNITION</p> <p>Dates: 1970 & 1980 Only Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently. Resubmit under microfilm application.</p>	Disposition Not Approve.
176.	<p>ENROLLMENT DATA & PROJECTIONS</p> <p>Dates: 1976 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 3 years and dispose of accumulation.</p>	Disposition Approved
177.	<p>EXTERNAL SURVEYS (ACCREDITATION)</p> <p>Dates: 1975 - Volume: 1 3/4 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain permanently. Resubmit under microfilm application.</p>	Disposition Not Approve

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
178.	A.C.T. FILES Dates: 1978 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 1 year and destroy.	Disposition Approved
179.	ICCB FALL NON-CREDIT ENROLLEMNT (ENROLLMENT STATISTICS) Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 3 years and destroy.	Disposition Approved
180.	ICCB 10TH DAY ENROLLMENT REPORTS Dates: 1971 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 3 years and destroy.	Disposition Approved
181.	GOALS & OBJECTIVES (UNIT REPORT) Dates: 1980 - Volume: 1 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological Recommendation: Retain permanently. Resubmit under microfilm application.	Disposition Not Approved
182.	COMPUTER PRINTOUTS - 55 SERIES (GRADE ANALYSIS) Dates: 1971 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 3 years and destroy.	Disposition Approved
183.	COMPUTER PRINTOUTS - 90 SERIES (NON-CREDIT) Dates: 1972 - Volume: 90 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 3 years and destroy.	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
184.	<p>REVERSE TRANSFER PRINTOUT (FUS125)</p> <p>Dates: 1979 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 3 years and destroy.</p>	Disposition Approved
185.	<p>VED100 PRINTOUT & CARDS (VOC. ED.)</p> <p>Dates: 1979 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 5 years and destroy.</p>	Disposition Approved
186.	<p>COMPUTER PRINTOUTS - 07 SERIES (CLASS SCHEDULE)</p> <p>Dates: 1971 - Volume: 6 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 1 year and destroy.</p>	Disposition Approved
187.	<p>COMPUTER PRINTOUTS - 45 SERIES (STUDENT DATA)</p> <p>Dates: 1969 - Volume: 5 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 3 years and destroy.</p>	Disposition Approved
188.	<p>RESOURCE ALLOCATION MANAGEMENT PLAN FOR COMMUNITY COLLEGES (RAMP)</p> <p>Dates: 1974 - Volume: 2 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	Disposition Approved
189.	<p>VOC. ED. END OF YEAR REPORT (VE22, VE500)</p> <p>Dates: 1969 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 5 years and destroy.</p>	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
190.	FACILITIES DEVELOPMENT & CONSTRUCTION (ICCB, IBHE, CDB) Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 5 years and destroy.	<i>Disposition Approved</i>
191.	ICCB FACILITIES INVENTORY Dates: 1971 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 3 years and destroy if audited.*	<i>Disposition Approved</i>
192.	ICCB OCCUPATIONAL FOLLOW-UP Dates: 1979 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 5 years and destroy.	<i>Disposition Approved</i>
193.	COMPUTER PRINTOUTS - 26 SERIES (STUDENT NAME & ADDRESS) Dates: 1973 - Volume: 3 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Destroy accumulation.	<i>Disposition Approved</i>
194.	INSTITUTIONAL RESEARCH REPORTS Dates: 1971 - Volume: 3 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Destroy accumulation.	<i>Disposition Approved</i>
195.	TRANSFER STUDENTS PRINTOUTS Dates: 1978 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Destroy accumulation.	<i>Disposition Approved</i>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
196.	<p>TEST OF ENGLISH AS A FOREIGN LANGUAGE (T.O.E.F.L.)</p> <p>Dates: 1974 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain 5 years after graduation or date of last attendance and destroy.</p>	Disposition Approved
197.	<p>CLEP SCORE REPORT</p> <p>Dates: 1970 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain until the ICCB has determined the results are posted correctly on the students permanent record and destroy.</p>	Disposition Approved
198.	<p>CLEP ATTENDANCE ROSTER</p> <p>Dates: 1973 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain 3 years and destroy.</p>	Disposition Approved
199.	<p>COLLEGE RADIO</p> <p>LICENSE APPLICATIONS & RENEWALS</p> <p>Dates: 1979 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently. Resubmit under microfilm application.</p>	Disposition Not Approved
200.	<p>PROGRAM LOGS</p> <p>Dates: 1977 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 2 years and destroy except those involved in any claim or complaint which must be retained until satisfaction of such claim or complaint.</p>	Disposition Approved
201.	<p>TRANSMITTER LOGS</p> <p>Dates: 1977 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 2 years and destroy.</p>	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
202.	ANNUAL PROGRAMS VS PROBLEMS SHEET (PROGRAMMING SHEET) Dates: 1980 - Volume: 3 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological Recommendation: Retain 2 years beyond the date of license expiration and destroy.	<i>Disposition Approved</i>
203.	COMMUNITY MEMBER ASCERTAINMENT Dates: 1977 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 2 years beyond the date of license expiration and destroy.	<i>Disposition Approved</i>
204.	COMMUNITY LEADER ASCERTAINMENT FORMS Dates: 1977 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 2 years beyond the date of license expiration and destroy.	<i>Disposition Approved</i>
205.	DEMOGRAPHIC INFORMATION Dates: 1977 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 2 years and destroy except those involved in any claims or complaints which must be retained until satisfaction of such claim or complaint.	<i>Disposition Approved</i>
206.	OWNERSHIP REPORT Dates: 1977 - Volume: 3/4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 2 years and destroy except those involved in any claim or complaint which must be retained until satisfaction of such claim or complaint.	<i>Disposition Approved</i>
207.	LETTERS COMMENTING ON PROGRAMMING Dates: 1977 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain 2 years and destroy except those involved in any claim or complaint which must be retained until satisfaction of such claim or complaint.	<i>Disposition Approved</i>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
208.	<p>CANDIDATE REQUESTS FOR AIRTIME</p> <p>Dates: 1977 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 2 years and destroy.</p>	Disposition Approved
209.	<p>DONOR LIST</p> <p>Dates: 1977 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 2 years and destroy except those involved in any claim or complaint which must be retained until satisfaction of such claim or complaint.</p>	Disposition Approved
210.	<p>E 1 CARD FOR STATE APPORTIONMENT</p> <p>Dates: 1974 - Volume: 6 cu. ft. Annual Accumulation: 3/4 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	Disposition Approved
211.	<p>IBHE STATEWIDE SPACE SURVEY</p> <p>Dates: 1975 & 1979 Only Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 3 years and destroy if audited.*</p>	Disposition Approved
212.	<p>ICCB COMPLETER CARD DECKS AND PRINTOUTS (C-1)</p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 2 years following the completion of any ICCB required studies or surveys and destroy.</p>	Disposition Approved
213.	<p>ICCB STATEWIDE TRANSFER STUDY</p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 2 years following the completion of any ICCB required studies or surveys and destroy.</p>	Disposition Approved

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
214.	<p>ICCB FACULTY-STAFF MODULE P2,5,7,DUPLICATE CARD DECKS</p> <p>Dates: 1974 - Volume: 3 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 2 years following the completion of any ICCB required studies or surveys and destroy.</p> <p>AUDIT CLAUSE Provided audit completed according to Illinois Revised Statutes 1979, Chapter 122, Paragraph 103-22.1.</p>	<p><i>Disposition Approved</i></p>

FOR PROFESSIONAL SERVICES RENDERED

06/10/11	MNS	Analysis	1.00 hrs	\$225.00 /hr	\$225.00
06/10/11	MNS	Research and analyze i	0.75 hrs	\$225.00 /hr	\$168.75
06/11/11	KMF	Review	0.25 hrs	\$230.00 /hr	\$57.50
06/11/11	MNS	Research	0.75 hrs	\$225.00 /hr	\$168.75
06/13/11	MNS	Analysis	0.50 hrs	\$225.00 /hr	\$112.50
06/13/11	MNS	Research	2.50 hrs	\$225.00 /hr	\$562.50
06/14/11	MNS	Draft correspondence	0.25 hrs	\$225.00 /hr	\$56.25
06/15/11	MNS	Research and analysis	1.00 hrs	\$225.00 /hr	\$225.00

06/17/11	KMF	Telephone call .	0.25 hrs	\$230.00 /hr	\$57.50
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01/27/12	KMF	Teleconference	0.25 hrs	\$230.00 /hr	\$57.50
01/29/12	KMF	Teleconference	0.25 hrs	\$230.00 /hr	\$57.50
01/31/12	KMF	Prepare for and attend meeting	2.00 hrs	\$230.00 /hr	\$460.00

FOR PROFESSIONAL SERVICES RENDERED

02/01/12	MNS	Perform	1.50 hrs	\$225.00 /hr	\$337.50
02/01/12	KMF	Analysis	1.00 hrs	\$230.00 /hr	\$230.00
02/01/12	KMF	Teleconference	0.25 hrs	\$230.00 /hr	\$57.50
02/04/12	KMF	Teleconference	0.25 hrs	\$230.00 /hr	\$57.50
02/08/12	MNS	Office conference	0.25 hrs	\$225.00 /hr	\$56.25
02/08/12	MNS	Perform	1.50 hrs	\$225.00 /hr	\$337.50

02/08/12	MNS	Draft	0.75 hrs	\$225.00 /hr	\$168.75
02/08/12	KMF	Teleconference	0.25 hrs	\$230.00 /hr	\$57.50
02/08/12	KMF	Teleconference	0.25 hrs	\$230.00 /hr	\$57.50
02/08/12	KMF	Teleconference	0.25 hrs	\$230.00 /hr	\$57.50
02/14/12	MNS	Office conference	0.50 hrs	\$225.00 /hr	\$112.50
02/14/12	KMF	Teleconference	0.25 hrs	\$230.00 /hr	\$57.50
02/14/12	KMF	Prepare for and attend meeting	2.50 hrs	\$230.00 /hr	\$575.00
02/15/12	KMF	Correspondence	0.50 hrs	\$230.00 /hr	\$115.00
02/15/12	KMF	Correspondence	0.50 hrs	\$230.00 /hr	\$115.00
02/15/12	KMF	Correspondence	0.25 hrs	\$230.00 /hr	\$57.50
02/16/12	MNS	Draft	0.75 hrs	\$225.00 /hr	\$168.75
02/16/12	KMF	Prepare	0.75 hrs	\$230.00 /hr	\$172.50
02/16/12	KMF	Teleconference	0.25 hrs	\$230.00 /hr	\$57.50
02/17/12	KMF	Teleconference	0.50 hrs	\$230.00 /hr	\$115.00
02/17/12	KMF	Teleconference	0.50 hrs	\$230.00 /hr	\$115.00
02/17/12	KMF	Teleconferences	0.25 hrs	\$0.00 /hr	\$0.00
02/20/12	MNS	Draft	0.50 hrs	\$225.00 /hr	\$112.50
02/20/12	KMF	Teleconferences	0.50 hrs	\$230.00 /hr	\$115.00
02/21/12	KMF	Teleconference	0.25 hrs	\$230.00 /hr	\$57.50
02/27/12	MNS	Analysis	0.50 hrs	\$225.00 /hr	\$112.50

02/27/12	KMF	Review	0.75 hrs	\$230.00 /hr	\$172.50
02/27/12	KMF	Teleconference	0.25 hrs	\$0.00 /hr	\$0.00
02/27/12	KMF	Teleconference	0.25 hrs	\$230.00 /hr	\$57.50
02/28/12	KMF	Prepare for and attend	1.75 hrs	\$230.00 /hr	\$402.50

FOR PROFESSIONAL SERVICES RENDERED

03/01/12	KMF	Prepared	1.00 hrs	\$230.00 /hr	\$230.00
03/01/12	KMF	Correspondence	0.25 hrs	\$230.00 /hr	\$57.50
03/01/12	KMF	Teleconference	0.25 hrs	\$230.00 /hr	\$57.50
03/01/12	KMF	Teleconference	0.25 hrs	\$230.00 /hr	\$57.50
03/08/12	KMF	Teleconference	0.25 hrs	\$230.00 /hr	\$57.50
03/08/12	KMF	Teleconference	0.25 hrs	\$0.00 /hr	\$0.00
03/09/12	KMF	Correspondence	0.50 hrs	\$230.00 /hr	\$115.00
03/09/12	KMF	Prepare	1.75 hrs	\$230.00 /hr	\$402.50
03/12/12	KMF	Teleconference	0.25 hrs	\$230.00 /hr	\$57.50
03/13/12	KMF	Review	0.75 hrs	\$230.00 /hr	\$172.50
03/13/12	KMF	Correspondence	0.25 hrs	\$230.00 /hr	\$57.50
03/13/12	KMF	Prepare	1.00 hrs	\$230.00 /hr	\$230.00
03/14/12	KMF	Teleconference	0.25 hrs	\$230.00 /hr	\$57.50
03/29/12	KMF	Correspondences	0.25 hrs	\$230.00 /hr	\$57.50
03/29/12	KMF	Correspondences	0.75 hrs	\$230.00 /hr	\$172.50
03/29/12	KMF	Correspondence	0.25 hrs	\$230.00 /hr	\$57.50
03/29/12	KMF	Teleconference	0.25 hrs	\$230.00 /hr	\$57.50
03/30/12	KMF	Correspondence	0.25 hrs	\$230.00 /hr	\$57.50

OR PROFESSIONAL SERVICES RENDERED

4/17/12	KMF	Teleconferences	0.50 hrs	\$230.00 /hr	\$115.00
4/24/12	KMF	Teleconference	0.25 hrs	\$230.00 /hr	\$57.50
4/25/12	KMF	Prepare	0.25 hrs	\$230.00 /hr	\$57.50

FOR PROFESSIONAL SERVICES RENDERED

05/15/12	KMF	Correspondence	0.25 hrs	\$230.00 /hr	\$57.50
05/16/12	KMF	Correspondence	0.25 hrs	\$230.00 /hr	\$57.50

FOR PROFESSIONAL SERVICES RENDERED

06/06/12	KMF	Correspondence	0.25 hrs	\$230.00 /hr	\$57.50
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