TO: Local Records Commission 1st Floor East- State Archives Building Springfield, Illinois 62756 (217) 782-7075

COUNTY: COOK

Harper College

1200 W. Algonquin Road Street, P.O. Box

Palatine, IL 60067-7398

Directions:

Prepare two (2) copies.

Prepare two (2) copies.

Send original to Local Records Commission six LOC. REC. COWN. 2 (60) days prior to disposal date.

Retain second copy for your file.

TELEPHONE: A.C.

CUBIC FEET TO APPLICATION INCLUSIVE **BE DISPOSED** ITEM NO. **RECORD SERIES DATES** 3 cu. ft. 204 Dialy Census Record up to and including 1992 V 3 cu. ft. 212 Employee Health Record up to and including 1992 12 cu. ft. 226 Student Health Record up to and including 1992 1 200 Administrative files 1 cu. ft. up to and including 1992 Direct all correspondence re this request to: Dawit Teklu, Director Office of Research William Rainey Harper College 1200 W. Algonquin Road Pālatine, IL 60067-7398 Disposition Approved

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission." I hereby certify that in compliance with authorization received from the Local Records Commission the records listed about will be disposed of on or after

March 1, 1998

Rosemary Murray,

Director Please print name and title on the line above Health Service and Wellness Programs

(Signature required only if records have been microfilmed.)

APPLICATION NO. 93:120 AGENCY Harper College

TO: Local Records Commission 1 st Floor East - State Archives Building Springfield, Illinois 62756 (217) 782-7075

COUNTY: COOK COUNTY - Palatine

RUNCIENTE DEROM: Wm. Rainey Harper College Agency, Division

APR 03 1908 DDRESS 1200 W. Algonquin Road Street, P.O. Box

APPLICATION NO. 93:12C

Directions:

1. Prepare two (2) copies.

 Prepare two (2) copies.
 Send original to Local Records Commission sixty OC. REC. CONIVI. 3. Retain second copy for your file.

Palatine, Illinois City, Zip Code

TELEPHONE: A.C. 847 / 925 / 6000

CUBIC FEET TO	ITEM		INCLUSIVE	METHOD OF
1. 5	385	Miscellaneous lids, specifications and proposals (successful and unsuccessful)	1987 -	Landfill
3.0	388 and 386	Purchase orders, requisitions, change orders and return forms	1995	Sandfill
		7		
				isposition pproved
		Direct all correspondence re request to: Office of Research Wm. Rainey Harper College 1200 West Algonquin Road Palatine, Illinois 60067		

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections V and VI of the Regulations of the Local Records Commission."

I hereby certify that - in compliance with authorization received from the Local Records Commission the record listed above will be disposed of on or after_

(Signature required only if records have been microfilmed.)

varzi of Purchasing

APPLICATION #: 93:12C

and the second

سرصاف قداكا

COUNTY: ___COOK

TO: Local Records Commission

(217) 782-7075

APR 28 1944

FROM: WM. RAINEY HARPER COLLECT

Directions:

OG 18 28 1996

15,00

ADDRESS: 1200 W. Algonquin Road Street, P.O. Box

 Prepare two (2) copies.
 Sign and send original to above address sixty (60) days prior to disposal date. Palatine, Illinois 60067

3. Retain records until approved copy is returned

TELEPHONE: (847)925-6000

	in records until approved copy is returned.	EPHONE: (847) 923-800	
APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
378	Applications for Employment (Including Resumes and Credentials)	9/95 - 4/96	15
	Note: Direct all correspondence to: Office of Research, OFC/RES Wm. Rainey Harper College 1200 W. Algonquin Road		Disposition Approved

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

> Susa Jamey Signature

4/17/98 Date

(Signature required only if records have been microfilmed.)

arney Employment Special Please point hame and title or the line above

APPLICATION #: 93:12C

COUNTY: COOK

.

FROM: WM. RAINEY HARPER COLLEGE
Agency Division

ADDRESS: 1200 W. Algonquin Road

Street P.O. Box
Palatine, Illinois 60067

City, ZIP Code

ELEPHONE: (847) 925-6000

Directions:

Prepare two (2) copies.

1st Floor East - State Archives Building

TO: Local Records Commission

(217) 782-7075

Springfield, Illinois 62756

Sign and send original to above address sixty (60) days prior to disposal date.

3. Retai	n records until approved copy is returned.	LEPHONE: (847) 925-6000	<u>. </u>
APPLICATION ITEM NO.	RECORD SERIES	INCLU: DAT		CUBIC FEET TO BE DISPOSED
313	Cash Register Tapes	7/95 -	6/96	6 .
314	Central Stores Transfers	7/95 -	6/96	4
315	Credit Card Slips .	7/95 ~	6/96	5
316	Daily Cash Reports	7/95 -	6/96	5
321	Purchase Orders Paid	7/95 -	6/96	5
322	Sales Journal Monthly	7/95	6/96	1/8
322	Purchase Journal Monthly	7/93 -	6/94	1/8
323	Refund Slips	7/95 -	6/96	1/8
3+6	Buyback Bucks	6/95 -	5/962	. 3
	Note: Direct all correspondence to: Office of Research, OFC/RES Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Illinois 60067			Disposition Approved

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

Signatur

Bookstore Manager

rd Seiler Bookstor Please print name and title on the line above

COOK

APPLICATION #: _ 93:12C

FROM: Wm. Rainey Harper College Agency Division

ADDRESS: 1200 W. Algonquin Road Street, P.O. Box

> Palatine, Illinois 60067 City, ZIP Code

Directions:

(217) 782-7075

TO: Local Records Commission

Springfield, Illinois 62756

1. Prepare two (2) copies. 2. Sign and send original to above address sixty (60) days prior to disposal date.

1st Floor East — State Archives Building

3. Retai	etain records until approved copy is returned. TELEPHONE: (847) 925-6000			
APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED	
225	Nursing Students' Clinical Evaluations	1992 and 1993	24	
1				
	•			
	Direct all correspondence re this request to: Office of Research Wm. Rainey Harper College 1200 W. Algonquin Road		Disposition Approved	
	Palatine, Il. 60067	ž		

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

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 July 1, 1998

Cheryl H. Wandambi, Director

93:12C APPLICATION #:

TO: Local Records Commission

1. Prepare two (2) copies.

1st Floor East - State Archives Building Springfield, Illinois 62756

2. Sign and send original to above address

sixty (60) days prior to disposal date.

(217) 782-7075

Directions:

APR 3 0 1998

COUNTY:

FROM: WM. RAINEY HARPER

Agency Division

ADDRESS: 1200 W. Algonquin Road Street, P.O. Box

COOK

Palatine, Illinois 60067

City, ZIP Code

LOC. REC. COMM.

3. Retair	or records until approved copy is returned.	LEPHONE: (847) 925-6000	925-6000	
APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED	
310	Accounts Receivable - Bad checks payments	1/68 - 12/90	2 cu ft	
THE COLUMN TWO IS NOT				
ĺ				
1	. •			
	·			
			(a.	
			:0:	
	Note: Direct all correspondence to: Office of Research, OFC/RES Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Illinois 60067		Disposition Approved	

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

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 __July ,15,

gignature

APPLICATION #: 93:12C

COUNTY: _

TO: Local Records Commission

1st Floor East — State Archives Building

Springfield, Illinois 62756

(217) 782-7075

Directions:

1. Prepare two (2) copies.

2. Sign and send original to above address sixty (60) days prior to disposal date.

3. Retain records until approved copy is returned.

specially Defense Name of 11

COOK

FROM: Wm. Rainey Harper College
Agency Division

ADDRESS: 1200 W. Algonquin Road Street, P.O. Box

Palatine, Illinois 60067

City, ZIP Code

TELEPHONE: (847)925-6000

o. Hotal	rifecords until approved copy is returned.	PHONE: (847 7)23-0000	
APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
231	Patient records from: Cardiac rehabilitation; treadmill test results; blood work records	1988 - 1992	10 W, FT.
	treadmill test results; blood work records		
			ļ
			Disposition
			Approved
	Direct all correspondence re this request to: Office of Research		
	Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Il. 60067		

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

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

Signature DODA A.A.

AURA BENSON, MS - PROGRAM SUPERNSOR

APPLICATION #:	93:12C	

COOK

COUNTY:

TO: Local Records Commission 1st Floor East — State Archives Building Springfield, Illinois 62756 (217) 782-7075

2. Sign and send original to above address

sixty (60) days prior to disposal date.

1. Prepare two (2) copies.

Directions:

FROM: Wm. Rainey Harper College Agency Division

JUN 25 1998

ADDRESS: 1200 West Algonquin Road Street, P.O. Box

LOC. REC. COMM.

Palatine, Illinois 60067 City, ZIP Code

3. Retail	3. Retain records until approved copy is returned. TELEPHONE: (847) 925/6000				
APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED		
626	Career Interest Tests (COPS & Strong)	8/95 - 6/96	.75		
	· American	·	,		
	· ·				
:	alah. 10 kifun at 1 C				
			ositiòn roved'		
	· :	, ap,			
	Direct all correspondence re request to: Office of Research Wm. Rainey Harper College 1200 West Algonquin Road Palatine, Illinois 60067				

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

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

Signature

6/17/98 Date

Christopher Kranz, Coord. Career Center

RECEIVED

COOK COUNTY:

TO: Local Records Commission

1st Floor East—State Archives Building SEP 16 1998

(60) days prior to disposal date. Retain second copy for your file.

Send original to Local Records Commission sixty

Springfield, Illinois 62756

FROM: Wm. Rainey Harper College Agency Division

(217) 782-7075

Directions: 1. Prepare two (2) copies.

LOC. REC. COMM.

ADDRESS: 1200 West Algonquin Road

Street, P.O. Box

Palatine, Illinois 60067

City, Zip Code

TELEPHONE: AC.

847 / 925 / 6000

CUBIC FEET TO BE DISPOSED	APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES
			Through October
3 cu. ft.	600	Add, Drop, Withdrawal Forms	1996 - 1997
1 cu. ft.	604	Cash Receipts	1995 - 1996
2 cu. ft.	605	Charge Back Forms	1990 - 1991
2 cu. ft.	607	Enrollment Verifications	1994 - 1995
8 cu. ft.	608	Midterm Verifications Enrollment Sheets	1994 - 1995
10 cu. ft.	609	Registration Forms (Student Scheduling)	1996 - 1997
3 cu. ft.	610	Residency Certifications	1996 - 1997
4 cu. ft.	612	Transcript Requests .	1996 - 1997
			٠.
		Direct all correspondence re this request to: Janice A. Cook, Admin. Secretary Office of Research Wm. Rainey Harper College 1200 West Algonquin Road Palatine, Illinois 60067-7398	Disposition Approved

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission." 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

November 13, 1998

Signanire

9-11-98

APPLICATION NO. 93-12C

APPLICATION #:

TO:	Local Records Commissio	n
	1st Floor East - State Ard	chives Building
	Springfield, Illinois 62756	/ _
	(217) 782-7075	1/10

1. Prepare two (2) copies.

Directions:

COUNTY: ___COCIC

OCT 19 1998

ADDRESS: _\ 200

Street, P.O. Box

varing City, ZIP Code

Loc. Reg. Comm. 2. Sign and send original to above address sixty (60) days prior to disposal date. Retain records until approved copy is returned

TELEPHONE (847) 925. LOLO

3. Hetai	3. Retain records until approved copy is returned. TELEPHONE: 1871) 925. 661			
APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED	
613	ACT Residual TESTS	1991	-1	
614	ASSESSMENT TEST REPORTS	1995 1	2.6	
615	CIEP Registration Rocado	1993	2.	
617	Constitution test results	1993 1	• \	
619	GED but econds (eveture 4 (eprimied fraige)	1993	-1	
150	Pegicierry Exams a Advanced Placement Score Reports	1993	.2	
له	Watson - Glader (L.T.E) TEST RESULS	1993	• <u> </u>	
		Disposition Approved		

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

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 12/1/98

Signature

BERGMAN Please print name and title on the line above

(Signature required only if records have been microfilmed.)

APPLICATION #: 93:12C

COÙNTY:

TO: Local Records Commission

1st Floor East - State Archives Building

Springfield, Illinois 62756

(217) 782-7075

Directions:

1. Prepare two (2) copies.

2. Sign and send original to above address sixty (60) days prior to disposal date.

MOY OU 1998 LOG. ITLG. GULLIN.

FROM: Wm. Rainey Harper College Agency Division

ADDRESS: 1200 W. Algonquin Road

COOK

Street, P.O. Box Palatine, Illinois

<u>60</u>067 City, ZIP Code

3. Retai	n records until approved copy is returned.	PHONE: (847) 925-6000	
APPLICATION ITEM NO.	RECORD SERIES	INCLU DAT		CUBIC FEET TO BE DISPOSED
204	Daily Census Record	up to and 1993	including	3
212	Employee Health Record	up to and 1993	including	3
226	Student Health Record	up to and 1993	including	12
200	Administrative files	up to and 1993	including	1
	Direct all correspondence re this request to: Office of Research Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Il. 60067			Disposition Approved

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

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 __January 1, 1999

> Rosemary Murray, Rosemary Muliray, Director
> Health Service and Wellness Programs

TO: Local Records Commission
1st Floor East — State Archives Building
Springfield, Illinois 62756
(217) 782-7075

MAR 23 1000

LOC. REG. COMM.

FROMWm. Rainey Harper College

93:120

COUNTY: COOK

APPLICATION #:

ADDRESS: 1200 W. Algonquin Rd
Street, P.O. Box

Palatine 60067
City, ZIP Code

ELEPHONE: (847) 925 6000

Directions:

1. Prepare two (2) copies.

Sign and send original to above address sixty (60) days prior to disposal date.

3. Retain records until approved copy is returned

J. Helai	n records until approved copy is returned. TELI	EPHONE: (047) 923 600	
APPLICATION STEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
385	Miscellaneous bids, specifications and proposals (successful and unsuccessful)	1988	ඉර 2 . 7:3 .
386 and 388	Purchase orders, = requisitions, change orders and return forms Purchase orders & Requiti	1996 1996	40 3. 3 7-
•			
	Direct all correspondence re request to:	Dispositio Approved	12
	Office of Research Wm. Rainey Harper College 1200 W Algonquin Rd Palatine Il 60067		

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

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 _____

Thea Keshavarzi. Director of Purchasing Please print name and title on the line above

and Risk Management

LR-4.10

RECORDS DISPOSAL CERTIFICATE 93:12C APPLICATION #:

TO: Local Records Commission 1st Floor East - State Archives Building Springfield, Illinois 62756 (217) 782-7075

Directions:

1. Prepare two (2) copies.

2. Sign and send original to above address sixty (60) days prior to disposal date.

3. Retain records until approved copy is returned.

Loc. Hey. Journ.

ILL. 60067 City, ZIP Code

FROM: WM. RAINEY HARPER COLLEGE

Agency Division

Street, P.O. Box

ALGONQUIN ROAD

COOK

TELEPHONE: (847) 925-6000

COUNTY:

ADDRESS: 1200 W.

	ain records until approved copy is returned.			
APPLICATION ITEM NO.	RECORD SERIES		. INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
318	Applications for Employment (Including resumes and creo	lentials)	5/96-5/97	12
		٠		
	•			
	ž.			
,	ÿ			Disposition Approved
	Please direct all correspondence to: Office of Research, OFC/RES	JANICE	Code	

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

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

93:12C

RECEIVED

COOK

9 1999

FROM: WM. RAINEY HARPER COLLEGE

Agency Division

Street, P.O. Box

Palatine, Illinois 60067 City, ZIP Code

LOC. REC. COMM. ADDRESS: 1200 W. Algonquin Road

2. Sign and send original to above address sixty (60) days prior to disposal date.

1st Floor East - State Archives Building

TO: Local Records Commission

(217) 782-7075

Directions:

Springfield, Illinois 62756

Prepare two (2) copies.

Retain records until approved copy is returned.

TELEPHONE: (847) 925-6000

J. Metal	n records until approved copy is returned.	PHONE: (847) 923-0000	
APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
313	Cash Register Tapes	7/96 - 6/97	6
314	Central Stores Transfers	7/96 - 6/97	4
315	Credit Card Slips	6/91 - 6/92	3
316	Daily Cash Reports(including Bonus Bucks)	7/96 - 6/97 ^l	9
320	Price Change Reports	7/96 -6/97	1/4
321	Purchase Orders Paid(including Key/Ship r	ec 7/ 96 - 6/97	6
322	Sales Journal Monthly	7/96 - 6/97	1/8
322	Purchase Journal Monthly	7/94 - 6/97	1/2
323	Refund Slips	7/96 - 6/97	. 1/8
324	Time Cards	7/96 - 6/97	1/4
	Note: Direct all correspondence to: Office of Research, OFC/RES Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Illinois 60067		Disposition Approved

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

I hereby certify that in compliance with authorization received from the Local Records Commis ed/abore will be disposed of on or after

Bookstore d Sailer Bookston
lease print name and title on the line above <u>Mana</u>ger

(Signature required only if records have been microfilmed.)

TO: Local Records Commission 1st Floor East — State Archives Building

Springfield, Illinois 62756 (217) 782-7075

LOC. REC. COM.V.

APPLICATION #:

Agency Division

co w. Alapanania ADDRESS: Street, P.O. Box

City, ZIP Code

71925·65

Directions: 1. Prepare two (2) copies.

2. Sign and send original to above address sixty (60) days prior to disposal date.

Retain records until approved copy is returned.

3. Hetai	n records until approved copy is returned. TELE	PHONE: (64))	<u> </u>
APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
613	ACT Residual tests	1992	- 1
121 B	Examples test thomsessed	1996	2.6
615	CIED Registration Parads	Ctailars)	ر ا
101	Constitution test results	1995	, ,
619	GED test records (potters	1994 -	- ,
	source & condo		
(5 Z)	Pegiciency Exams + Alvonos Placement Scale Reports	1994 -	. 2
	Macement Scala refutes	,)
627	Worson: Glasez (Paralegal	1994	
	Studies) TEST RESULTS		')
			Disposici .
			Oprov.
		 -	

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

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 12/1

> Signature DOUP

TO: Local Records Commission 1st Floor East - State Archives Building Springfield, Illinois 62756 (217) 782-7075

Directions:

1. Prepare two (2) copies.

2. Sign and send original to above address sixty (60) days prior to disposal date.

APPLICATION #: 93-12C

COUNTY: COOK

FROM: Wm Rainey Harper College Agency Division

ADDRESS: 1200 West Algonquin Road

Street, P.O. Box

Palatine, Illinois 60067-7398

City, ZIP Code

047

APPLICATION ITEM NO.	. RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
)
600	Add, Drop, Withdrawal Forms	1997 - 1998 🗸	3 cu. ft.
605	Charge Back Forms	1991 - 1992	2 cu. ft.
607	Enrollment Verifications	1995 - 1996	2 cu. ft.
608	Midterm Verifications Enrollment Sheets	1995 - 1996	8 cu. ft.
609	Registration Forms (Student Scheduling)	1997 - 1998	10 cu. ft.
610	Residency Certifications	1997 - 1998	3 cu. ft.
612	Transcript Request	1997 - 1998	4 cu. ft.
	Cash Receipts - delete from record series-no longer have any to dispoise of after October 1996.		
	Direct all correspondence re this request to: Karla Hill, Admin. Secretary Office of Research Wm. Rainey Harper College 1200 West Algonquin Road Palatine, Illinois 60067-7398		
	•		
			Disposition Approved
,			,

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sec-'tions 4000.50 and 4000.60 of the Regulations of the local Records Commission."

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 November 21

Signature

9-21-99 Date

Suzanne Sons, Coordinator of Student

RECORDS DISPOSAL CERTIFIC 93:12C APPLICATION #: ì Cook COUNTY: TO: Local Records Commission 1st Floor East - State Archives Building FROM: Wm. Rainey Harper College Springfield, Illinois 62756 Agency Division NOV 16 1999 (217) 782-7075 1200 W. Algonquin Road Directions: Street, P.O. Box LOC. REC. COMM 1. Prepare two (2) copies. Palatine, Illinois 60067 2. Sign and send original to above address City, ZIP Code sixty (60) days prior to disposal date. TELEPHONE: (847) 925-6000 Retain records until approved copy is returned.

3. Heta	in records until approved copy is returned.	TELE	PHONE: <u>(847 ,) 925-600</u>	<u> </u>
APPLICATION ITEM NO.	RECORD SERIES		INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
231	It records from Cardiac rebubilitation treadmill tests	*	1985 - 1993	6 Cu. FT
	Direct all correspondence re request to: Office of Research Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Illinois 60067			Disposition Approved

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

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 ______/- /5-00______

Signature Blasson

Date

LAULA A. BOISON, M5 - PROCERM S
Please print name and title on the line above

(Signature required only if records have been microfilmed.)

LR-4.10

93:120 APPLICATION #: _

COUNTY:

TO: Local Records Commission RECEIVED 1st Floor East — State Archives Building

FROM: Wm. Rainey Harper College

COOK

Springfield, Illinois 62756 (217) 782-7075

Agency Division

ADDRESS: 1200 W. Algonquin Road

Directions:

Street, P.O. Box

1. Prepare two (2) copies. 2. Sign and send original to above address

Illinois Palatine, 60067 City, ZIP Code

sixty (60) days prior to disposal date.

sixty 3. Retai	(60) days prior to disposal date. n records until approved copy is returned, тесь	PHONE: (847)925-6000)
APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
204	Daily Census Record	up to and including 1994	3
212	Employee Health Record	up to an including	3
226	Student Health Record	up to and including	12
200	Administrative files	up to and including	1
	•		
	Direct all correspondence re this request to:		
	Office of Research Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Il. 60067		

FEB 16 2000

LOC. REC. COMM.

If hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

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 March 1,

Rébecca Santeler, Interim Director Health and Psychological Services

93:120 APPLICATION #:

COUNTY: COOK

TO: Local Records Commission

1st Floor East — State Archives Building

Springfield, Illinois 62756

(217) 782-7075

Directions:

1. Prepare two (2) copies.

2. Sign and send original to above address sixty (60) days prior to disposal date.

Retain records until approved copy is returned.

FROM Wm. Rainey Harper College Agency Division

ADDRESS: 1200 W. Algonquin Rd

Street, P.O. Box Palatine

60067

City, ZIP Code

TELEPHONE: (847) 925 6000

Retain records until approved copy is returned. TEL TEL		ELEPHONE: (047) 323 0000	
APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
385 386 and	Miscellaneous bids, specifications and proposals (successful and unsuccessful) Purchase orders, requisitions, change orders and return forms	1989	4.0
388	Purchase orders & Requisitions	1997	3.1
	Direct all correspondence re request to: Office of Research Wm. Rainey Harper College 1200 W Algonquin Rd Palatine Il 60067		Disposition Approved

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

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 90 days

Thea Keshavarzi, Director of Purchasing
Please print name and title on the line above
and Risk Management

LR-4.10

Sheet one of two PUBLIC SAFETY DEPARTMENT, HARPER COLLEGE - PALATINE, ILLINOIS Submitted 02-29-00

RECORDS DISPOSAL CERTIFICATE

APPEICATION #	APPLICATION #:	93:12C	
---------------	----------------	--------	--

TO: Local Records Commission 1st Floor East - State Archives Building Springfield, Illinois 62756 (217) 782-7075

RECEIVED

MAR 0 6 2000

LOC. REC. COMMA

COOK COUNTY:

FROM: Wm. Rainey Harper College

Agency Division

ADDRESS: 1200 West Algonquin Road Street, P.O. Box

Palatine, Illinois 60067 City, ZIP Code

025/6000

Directions:

1. Prepare two (2) copies.

2. Sign and send original to above address sixty (60) days prior to disposal date.

3. Hetair	records until approved copy is returned. TELE	PHONE: (847	<u> </u>	0
APPLICATION ITEM NO.	RECORD SERIES	INCLU DAT		CUBIC FEET TO BE DISPOSED
390	Administrative Correspondence Files	1995 -	1998	1
392	Campus Police Reports (AKA Incident Reports)	1977 -	1979	.1
394	Crime Statistics	1990 -	1991	.1.
395	Directive Memos (Officers Memo Log) REMOVE FROM LOCAL RECORDS COMMISSION RECORDS RETENTION LIST. Since 1990 these memos have been placed in Item 410 [Roll Call Logs]	None		
396	Dispatch Cards	1994 -	1997	3
397	Crime Summary Files (AKA Illinois Uniform Crime Report) The Illinois State Police apparently are returning to the previous title for this report. So, it should again be renamed TLLINOIS UNIFORM CRIME REPORT.	1992 -	1998	, 1
399	Injury Reports	1989 -	1992	.1
400	Key Request Forms	1996 -	1998	1/4
402	Lost and Found Reports	1995 -	1997	1/4,
	. :			
	Direct all correspondence re request to: Office of Research Wm. Rainey Harper College 1200 West Algonquin Road Palatine, Illinois 60067		·	Disposition Approved

[&]quot;I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

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

5UPERVISOR

(Signature required only if records have been microfilmed.)

PUBLIC SAFETY DEPARTMENT, HARPER COLLEGE - PALATINE, ILLINOIS Sheet two of two Submitted 02-29-00

RECORDS DISPOSAL CERTIFICATE

93:12C APPLICATION #:

COOK

COUNTY: _

TO: Local Records Commission 1st Floor East - State Archives Building Springfield, Illinois 62756 (217) 782-7075

Directions:

received

FROM: Wm. Rainey Harper College Agency Division

MAR 0 6 2000

ADDRESS: 1200 West Algonquin Road

1. Prepare two (2) copies. 2. Sign and send original to above address LOC. REC. COMM.

Street, P.O. Box Palatine, Illinois 60067

sixty (60) days prior to disposal date.

City, ZIP Code

Retain records until approved copy is returned

TELEPHONE: (847) 925/6000

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
405	Parking Ticket Log These records have been computerized since the beginning of 1996. THIS PARKING TICKET LOG IS NOW OBSOLETE. ARE WE NOW REQUIRED TO INFORM THE LOCAL RECORDS COMMISSION WHEN WE DELETE OLD INFORMATION FROM THE COMPUTER?	One year 1995	.1/40
407	Purchase Orders and Requisitions	1992 - 1995	. 1
408	Radio Logs	1995 - 1997	1/2
409	Reports of Motor Vehicle Accidents THESE FORMS HAVE BEEN RENAMED BY THE STATE OF ILLINOIS. THEY ARE NOW KNOWN AS ILLINOIS TRAFFIC CRASH REPORTS. PLEASE CHANGE THE NAME IN THE LOCAL RECORDS COMMISSION RECORDS.	1988 - 1989	. 1355
410	Roll Call Logs	1993 - 1997	. 1
412	Traffic Tickets REMOVE FROM LOCAL RECORD COMMISSION RECORDS RETENTION LIST. YOUR AUTHORITY FOR RETENTION GUIDELINES ON THIS ITEM IS SUPERCEDED BY THE RECORD RETENTION RULINGS OF THE CIRCUIT COURT OF COOK COUNTY.		
413	Vehicle Check Sheets	1996 - 1997	1 2
414	Warning Tickets Direct all correspondence re request to: Office of Research	1995 - 1997	. 1256
 	Wm. Rainey Harper College 1200 West Algonquin Road Palatine, Illinois 60067		Disposition Approved

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

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 29

SPERVISOR OF

(Signature required only if records have been microfilmed.)

APPLICATION #: 93-12C

COUNTY:

Local Records Commission

1st Floor East - State Archives Building

Springfield, Illinois 62756 (217) 782-7075

RECEIVED AGENCY: Wm, Rainey Harper College

Directions:

SEP 05 2000

ADDRESS: 1200 West Algonquin Road

Street. P.O. Box Illinois 60067-7398 Palatine,

City, ZIP Code

1. Prepare two (2) copies. Prepare two (2) copies.
 Sign and send orginal to above addressLOC. REC. COMM. sixty (60) days prior to disposal date.

3. Retain records until approved copy is returned.

TELEPHONE:

⁽ 847 ⁾ 925-6601

Cook

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO 8E DISPOSED
600	Add, Drop, Withdrawal Forms	1998-1999	3 cu. ft.
605	Charge Back Forms	1992-1993	2 cu. ft.
607	Enrollment Verifications	1996-1997	2 cu. ft.
608	Midterm Verifications Enrollment Sheets	1996-1997	8 cu. ft.
609	Registration Forms (Student Scheduling)	1998-1999	10 cu. ft
610	Residency Certifications±	1998-1999	3 cu. ft.
612	Transcript Request	1998-1999	4 cu. ft.
	Direct all correspondence re this request to: Karla Hill, Admin. Secretary Office of Research Wm. Rainey Harper College 1200 West Algonquin Road Palatine, IL 60067-7398		

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission."

Thereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after ,2000 November 1,

Signature

/00

Suzanne Sons, Coordinator of Student

APPLICATION #:

TO: Local Records Commission 1st Floor East - State Archives Building Springfield, Illinois 62756 (217) 782-7075

RECEIVED COUNTY:

Directions:

SEP 18 ZUUU

ADDRESS: 12 Street, P.O. Box

Sign and send orginal to above address LOC. REC. COMM. 1. Prepare two (2) copies. sixty (60) days prior to disposal date.

City, ZIP Code

3. Retain records until approved copy is returned.

TELEPHONE:

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
613	Act Residual TESTS	19931	. \
614	Heseament TEST Reports	1996	3
12195	CIEP Registration Records	1995	5.
617	Constitution test reports	1995	•
619	GED LET RECORDS (Besters 4	19956	- 1
621	Projeciency Exame + Advance Placement Secre Reports	ا د موج	.2
627	Warson Grader (Paralegal) Soudied TEST REDUCTS	1995 L	. \
	·		

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission."

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

Signatur

Date

Local Records Commission

1st Floor East - State Archives Building

Springfield, Illinois 62756

(217) 782-7075

93:12C APPLICATION #: _

> COUNTY: _ Cook

AGENCY: Wm. Rainey Harper College

ADDRESS: 1200 W. Algonquin Road

Street, P.O. Box

Palatine, Illinois 60067

City, ZIP Code TELEPHONE: (847)925-6000

Directions:

1. Prepare two (2) copies.

2. Sign and send orginal to above address sixty (60) days prior to disposal date.

3. Retain records until approved copy is returned.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE CUBIC FEET TO BE DISPOSED
313 314 315 316 320 321 322 322 323 324 310	Cash Register Tapes Central Stores Transfers Credit Card Slips Daily Cash Reports (includ. Bonus Bucks) Price Change Reports Purchase Orders Paid (includ. Key/Ship) Sales Journal Monthly Purchase Journal Monthly Refund Slips Time Cards Accts. Rec.	7/97 - 6/98 7 7/97 - 6/98 3 7/97 - 6/98 3 7/97 - 6/98 6 7/97 - 6/98 1/4 7/97 - 6/98 1/8 7/97 - 6/98 1/8 7/97 - 6/98 1/8 7/97 - 6/98 1/8 7/97 - 6/98 1/8 7/97 - 6/98 2
	Note: Direct all correspondence to: Office of Research, OFC/RES Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Illinois 60067	VED 1 2003 Disposition Approved

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission."

(Signature required only if records have been microfilmed.)

nplianc I hereby certify that in ceived from the Local Records Commission in records listed disposed of on or after

Signature

Richard Seiler

Bookstore Manager

APPLICATION #: 93:12C

TO: Local Records Commission

1st Floor East — State Archives Building

Springfield, Illinois 62756

(217) 782-7075

Directions:

1. Prepare two (2) copies.

2. Sign and send original to above address sixty (60) days prior to disposal date.

COUNTY: COOK

FROM: Wm. Rainey Harper College

Agency Division

ADDRESS: 1200 W. Algonquin Road

Street, P.O. Box

Palatine, Illinois 60067

City, ZIP Code

1025 6000

3. Retai	n records until approved copy is returned.	TELEPHONE: (847)925-600	0
APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
385		thru 1989	3 C 44 in.
386 and · 388	Purchase orders, requisitions, change orders return forms	V Jhu 1998	3 ch
			1
		Disposition Approved	
		IPR 1: 20	SI CONFID.
	Direct all correspondence re this request to: Office of Research Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Il. 60067	Ereses.	

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed 6/10/01 of on or after

4/11/01

Thea Keshavarzi, Director of Purchasing and Please print name and title on the line above

Risk Management

LR-4.10

93:12C APPLICATION #: _

COUNTY: __

Cook

TO: Local Records Commission

1st Floor East - State Archives Building Springfield, Illinois 62756

(217) 782-7075

ADDRESS: 1200 W. Algonquin Road

FROM: Wm. Rainey Harper College Agency Division

Street, P.O. Box

60067

Palatine, Illinois

City, ZIP Code

Directions:

1. Prepare two (2) copies.

2. Sign and send original to above address sixty (60) days prior to disposal date.

(8/47) 925-6000

3. Retai	tetain records until approved copy is returned. TELEPHONE: (847) 925-6000		
APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
358	Insurance policies, expired or cancelled. Insurance claims, settled.	1991 - 1993	•5
387	Disposal of property forms	1997 - 1998	.5
		Disposition Approved APR 1 APR 1	
	Direct all correspondence re request to: Office of Research Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Illinois 60067	LOC. Histor Solum] 6

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed 6/10/01 of on or after

Thea Keshavarzi, Director of Purchasing and

APPLICATION #:

93-12C

1st Floor E Springfield	ords Commission East — State Archives Building 1, Illinois 62756 7075 AGENCY: Wm.	ook Rainey Harper Col	Llege
2. Sign a sixty (6	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	0 W. Algonquin Rd. Street P.O. Box atine. IL 60067-7	
APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
600	Add, Drop, Withdrawal Forms	1999-2000	3 cu. ft.
605	Charge Back Forms	19 93-1994	2 cu. ft.
607	Enrollment Verifications	1997-1998	2 cu. ft.
608	Midterm Verificationw Enrollment Sheets	1997-1998	8 cu. ft.
609	Registration Forms (Student Scheduling)	1999- 2000	10 cu. ft.
610	Residency Certifications	1999-2000	3 cu ft.
612	Transcript Requests Disposition [Approved C	1999-2000	4 cu. ft.
	Direct all correspondence re this request to: Karla Hill, Admin. Secretary Office of Research Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, IL 60067-7398		·
		RECEIVED	
	•	SEP 1 0 200	
		LOC. REC. COM	· •
	· 		
			-

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission."

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 November 4 2001

Signature

9/4/01

Suzanne Sons, Coordinator of Student

RECORDS DISPOSAL CERTIFICATE APPLICATION #: 93, 12 TO: Local Records Commission 1st Floor East — State Archives Building RECENTED Springfield, Illinois 62756 (217) 782-7075 Directions: 1. Prepare two (2) copies. 2. Sign and send orginal to above address 1. Street. P.O. Box COUNTY: COOK AGENCY: ADDRESS: Street. P.O. Box COUNTY: COOK AGENCY: ADDRESS: Street. P.O. Box COUNTY: COOK COUNTY: COOK AGENCY: ADDRESS: Street. P.O. Box COUNTY: COOK COOK COUNTY: C

	60) days prior to disposal date. records until approved copy is returned. TELEPHONE:	City, ZIP Code	41
APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
613	Act Residual Tests	1994	- 1
614	ASSESSMENT TEST RESULTS	1999, 1998, 1	999 5
1915	CIEP, NICET, CFP, Med. Office Associates	6. 5. 7.	٧. ٧
917	Constitution Test Results C	1996	- 1
619	GED - Rosters and Billing 2	1996	-)
621	Pedicieran Exams + AP score C Replets Lisposition	1996	٠٥
623	Sign in sheets Approved L	1995-99	.5
627	warsan Glasse (Paralegal Studies)	1996	. 1
626	Vocational Score Request Forms	Taas- 99	, 5
625 -	TELECOLISSE POSTELS	1995-99	4.0
628	Compass Dainy Reports ADS TEST COVER Sheets L Proctor Exam "	1996	1-1
	ESC Eagerrals		
644	Ability to Benefit Financial Did lease	ds 1996	~

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission."

sixty (60) days prior to disposal date.

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

Tama Bergura 940
Shinature Date
Tagua Ree EMARO

City, ZIP Code

Please print name and title on the line above

ESTING MONAGER LA-4.10

(Signature required only if records have been microfilmed.)

APPLICATION #:	93:120	

Cook

TO: Local Records Commission 1st Floor East - State Archives Building Springfield, Illinois 62756 (217) 782-7075

FROM: Wm. Rainey Harper College Agency Division

Directions:

1. Prepare two (2) copies.

2. Sign and send original to above address sixty (60) days prior to disposal date.

3. Retain records until approved copy is returned.

R	Ha.	CI		V	13),	A	R
_			طنا السا	•	_		

ESS: <u>1200 W</u>. <u> Algonquin Road</u>

Street, P.O. Box

JAN 18 2002

COUNTY:

60067-7398 <u>Palatine,</u> Illinois

City, ZIP Code

LOC. REC. CONM. (847

) 925-6000

APPLICATION			INCLUSIVE	CUBIC FEET TO
ITEM NO.	RECORD SERIES		DATES	BE DISPOSED
402	LOST AND FOUND REPORTS	V	1998-1999	.1
400	KEY REQUEST FORMS Disposition	on	1999-2000	.1
399	INJURY REPORTS Approved	7 1	1993	.1
409	ILLINOIS TRAFFIC CRASH REPORT	_ /	1990-1992	3
408	RADIO LOGS	-	1998-1999	.1
410	ROLL CALL LOGS	V	1998	.2
392	CAMPUS POLICE REPORTS AKA INCIDENT REPORTS	-	1980-1990	9
407	PURCHASE ORDERS AND REQUISITIONS (DEPARTMENT COPIES)	~	1998-1999	.3
413	VEHICLE CHECK SHEETS THE CARE OF THESE VEHICLES IS NO LONGER A RESPONSIBILITY OF THIS DEPARTMENT. WE NO LONGER FILL IN THES CHECK SHEETS. RMOVE FROM LOCAL RECORDS COMMISSION RECORDS RETENTION Lit.	SE	1998 -2000- 1 999	1

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed

Signature

B. Alsup, Supervisor of Public Please print name and title on the line above Safet Michael Safety LR-4 10

APPLICATION #: 93:120

COUNTY: COOK

TO: Local Records Commission

1st Floor East — State Archives Building

Springfield, Illinois 62756 (217) 782-7075

Directions:

1. Prepare two (2) copies.

Sign and send original to above address sixty (60) days prior to disposal date.

Retain records until approved copy is returned.

RECEIVED
FEB 2 0 2002
LOC. REC. COMM.

FROMWm. Rainey Harper College Agency Division

ADDRESS: 1200 W. Algonquin Rd

Street, P.O. Box Palatine 60067

City, ZIP Code

TELEPHONE: (847) 925 6000

3. Retain records until approved copy is returned. TELER		EPHONE: (047) 925 OU	
APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
385	Miscellaneous bids, specifications and proposals (successful and unsuccessful)	1990	43 in. 31/2 cb
386 and 388	Purchase orders, requisitions, change orders and return forms	1999	3 Ch
	Disposition Approved		
	Direct all correspondence re request to:		
	Office of Research Wm. Rainey Harper College 1200 W Algonquin Rd Palatine II 60067		

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

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 4-15-02

Theo Keshavarz

Date

Thea Keshavarzi, Director of Purchasing
Please print name and title on the line above

and Risk Management

LR-4.10

APPLICATION #: __93:12C

COUNTY:

TO: Local Records Commission

1st Floor East — State Archives Building Springfield, Illinois 62756

(217) 782-7075

Directions:

1. Prepare two (2) copies.

Sign and send original to above address sixty (60) days prior to disposal date.

3. Retain records until approved copy is returned.

RECEIVED
APR 0 9 2002

LOC. REC. COMM.

___ TOM DA

FROM: WM. RAINEY HARPER COLLEGE

Agency Division

ADDRESS: 1200 W. ALGONQUIN ROAD

COOK

Street, P.O. Box

- PALATINE, ILL, 60067 City, ZIP Code

City, Zir Cou

TELEPHONE: (847) 925-6000

		F	
APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	BE DISPOSED
310	Accounts Receivable	V3/87 - 6/95	3.5
311	Administrative Correspondence File	thru 6/99	3
313	Cash Register Tapes	7/97 - 6/00	15
314	Central Stores Transfers	17198 - 6/99	2
315	Credit Card Slips	17/92 - 6/95	4.5
316	Credit Card Slips Daily Cash Reports Disposition Approved	1/97 - 6/00	6
317	Employee Personal Files	thru 6/97	.5
319	Inventories	/6/96 - 6/99	4
321	purchase Orders And Requisitions And Paid Invoices	7/97 - 6/00	39
N/A	-Video Tape-Reports	_1/9812/99	1
_N/-A	Paid Protested Items (bad checks)	-7/91 -6/-9.3	1
	*	ē.	
	,		
	S y		
	* * *		
	<u> </u>	is of	
	Please direct all correspondence to:		
Same (As)	Office of Research, OFC/RES		

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

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 4/5/42 (0-3-02

RICHARN R. SELER

TO: Local Records Commission 1st Floor East - State Archives Building Springfield, Illinois 62756 (217) 782-7075

Directions:

1. Prepare two (2) copies.

2. Sign and send original to above address sixty (60) days prior to disposal date.

Retain records until approved copy is returned.

ECEIVED

APR 25 2002

LOC. REC. COMM.

93:120 APPLICATION #:

> COOK COUNTY:

> > FROM: WM. RAINEY HARPER COLLEGE Agency Division

ADDRESS: 1200 W. Algonquin Road Street, P.O. Box

> Palatine, Illinois 60067

City, ZIP Code

) 925-6000 TELEPHONE: (847

J	n records until approved copy is returned.	PHONE: (647) 923-6000	
APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
204	Census Sheets (Daily) - Health Services (1996 and prior	. 5
213	Employee Health Files $ u$	1996 and prior	• 5
226	Student Health Records	1996 and prior	8.0
	- I	*	
	Disposition Approved		
	a we will the second of the se		
	* \		
	·		1.00 m
	Note: Direct all correspondence to:		
	Office of Research, OFC/RES Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Illinois 60067		

"I hereby certify that the film on which the records were reproduced complies with the standards given in Secions 4000.50 and 4000.60 of the Regulations of the local Records Commission."

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

Director,

Signature

Date Health and Psychological Service

93:12C APPLICATION #:

MECOF	RDS DISPOSAL CERTIFICATE	APPLICATION #: 93:12C	
		COUNTY: COOK	
	ecords Commission r East — State Archives Building eld, Illinois 62756 2-7075 Fare two (2) copies. and send original to above address		
Springfie	eld, Illinois 62756	FROM: WM. RAINEY HARP Agency Olvis	
(217) 78	2-7075 R 2006	ADDRESS: 1200 W. Algonqu	
Directions: 1. Prep	are two (2) copies.	Street, P.O.	
2. Sign		Palatine, Illin City, ZIP Co	
	(60) days prior to disposal date. in records until approved copy is returned.	TELEPHONE: (847)925-6000	
APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO
		1 1000 -	
378	Applications for Employment (15 boxes)	July 2000	22.5
8	(15 boyes)	0	
	·		
		į	
3			
		7.	
		Disposition Approximation	
		Approved	N.
			3
	· ·	ļ	
	~	1	
8	Note: Direct all correspondence to:		
	Office of Research, OFC/RES Wm. Rainey Harper College		
	1200 W. Algonquin Road		
	Palatine, Illinois 60067		

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

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

Please print name and title on the line above

Human LA-4 10

TELEPHONE: A.C. 84

TO: Local Records Commission 1st Floor East- State Archives Building Springfield, Illinois 62756 (217) 782-7075

Directions:

Prepare two (2) copies.

Send original to Local Records Commission sixty (60) days prior to disposal date.

Retain second copy for your file.

COUNTY: COCK RECEIVED FROM: torace Conc SEP 17 2009 PRESS: 12.00 Street, P.O. Box LOC. REC. COMM. City, Zip Code

925

CUBIC FEET TO BE DISPOSED	APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES
1 - Eres	613	ACT Residual Tests	1995, 4,7
.3	614	ASSESSMENT TEST RESULTS 1	2000
< - 1	614	Illinois State Nes. TEST Rosulte	2000
101	6.5	CLEP NICEX CFP, MOA	
	e e e e e e e e e e e e e e e e e e e		1997
- 1	617	Constitution TEST results	4997
. 2	619	GED - Rosles and Willing	1997
. 2	(50)	Projecter Exams + AP scores + Reports (including c.i.s)	LIGHT .
. 2		sign. In sneat	2000
c-1	してこ	water Glass (PS) Got Result	
. 2	626	Vocational Score Request Form	
.3	625	TELECOLESS ROSTERS	1200C
1-2	ر ر ر ر ر	Compros Daily Reports ADS TEST Casa sheets Assector, Make-up, ESL Regurals, Waivers"-Alminfiles	
> "	644	Abilita to fenefit Fireria 1 Aid Reports	ر محمر

I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

I hereby certify that in compliance with authorization received from the Local Records Continuision the records listed above will be disposed of on or after

Signature

MPC

APPLICATION NO. 93.12

0

)3 C lease print name and title on the line above

(Signature required only if records have been microfilmed.)

APPLICATION #:

93:12C

TO: Local Records Commission

1st Floor East - State Archives Building

Springfield, Illinois 62756

1. Prepare two (2) copies.

(217) 782-7075

Directions:

RECEIVED SEP 20 2002 COUNTY: ____ COOK

FROM: WM. RAINEY HARPER COLLEGE

Agency Division

ADDRESS: 1200 W. Algonquin Road Street, P.O. Box

> Palatine, Illinois

City, ZIP Code

TELEPHONE (847)925-6000

2. Sign and send original to above address sixty (60) days prior to disposal date.

Retain records until approved copy is returned

3. Retai	n records until approved copy is returned.	TELEPHONE: (847) 923-600	<u> </u>
APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
600	Add, Drop, Withdrawal Forms	2000-2001 -7200/	3 cu. ft.
605	Charge Back Forms	1994-1995	2 cu. ft.
607	Enrollment Verifications	1998-1999	2 cu. ft.
608	Midterm Verification Enrollment Sheets	L 1998-1999	8 cu. ft.
609	Registration Forms (Student Scheduling)	2000-2001	10 cu. ft.
610	Residency Certifications	L 2000-2001	3 cu. ft.
612	Transcript Requests	2000-2001	4 cu. ft.
		Disposition Approved	
	Note: Direct all correspondence to: Office of Research, OFC/RES Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Illinois 60067		

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed November 13, of on or after_

> Date Signature

9/13/02

APPLICATION #:

93:12C

TO:

Local Records Commission Illinois State Archives Building Springfield, Illinois 62756 (217) 782-7075 329.0

RECEIVED

COUNTY:

COOK

FROM:

WILLIAM RAINEY HARPER COLLEGE

Agency Division

ADDRESS:

1200 WEST ALGONOUIN RD

Street, P.O. Box

PALATINE, IL 60194

City. Zip Code

TELEPHONE:

847) 925-6245

Directions:

1. Fill in all blanks and columns.

2. Sign and send certificate to above address sixty (60) days prior to disposal date.

 Retain records until approved copy is returned. APR 0 7 2003

LOC. REC. COMM.						
APPLICATION ITEM NO.	RECORDS SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED			
326	ACCOUNTS PAYABLE RECORDS (PAID BILLS, INVOICE, CHECK VOUCHERS, AND CHECK REQUESTS	FY 92-95	240			
366	PAYROLL TIME SHEETS	FY 92-00	72			
334	BATCH REPORTS	FY 92-01	9			
372	STATE UNIVERSITY RETIREMENT SYSTEM REPORTS (EMPLOYEES CONTRIBUTION REPORT)	FY 92-95	8			
	Disposition Approved					

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibily in all details in a medium that does not permit additions, deletions, or changes to the images.

Thereby certifiy that in compliance with authorization received from

the Local Records Commission the records listed above will be disposed of or or after

3/3/403 S.31-03

Signature Signature

<u>3/31/03</u>

Judith Thorson

UP Administrative Services

Please print name and title on the line above

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

APPLICATION #:

93:12C

COOK

TO:

Local Records Commission Illinois State Archives Building Springfield, Illinois 62756 (217) 782-7075

RECEIVED

MAY 13 2003

LOC. REC. COMM.

FROM:

COUNTY:

WILLIAM RAINEY HARPER COLLEGE

Agency Division

ADDRESS:

1200 WEST ALGONOUIN RD

Street, P.O. Box

PALATINE, IL 60194

City. Zip Code TELEPHONE:

847) 925-6245

Directions:

1. Fill in all blanks and columns.

2. Sign and send certificate to above address sixty (60) days prior to disposal date.

3. Retain records until approved copy is returned.

APPLICATION ITEM NO.	RECORDS SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
366	PAYROLL TIME SHEETS	FY01	8
326	ACCOUNTS PAYABLE RECORDS (PAID BILLS, INVOICE, CHECK VOUCHERS, AND CHECK REQUESTS	FY 96	60
334	BATCH REPORTS	FY 02	1
372	STATE UNIVERSITY RETIREMENT SYSTEM A REPORTS (EMPLOYEES CONTRIBUTION REPORT)	FY96	1
	Disposition Approved Approved		

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibily in all details in a medium that does not permit additions, deletions, or changes to the images.

hereby corrifiy that in compliance with authorization received from the Local Records Commission the records listed above will be

disposed of on or after

Signature

P Administrative Services Please print name and title on the line above

APPLICATION #:

93:12C

COOK

TO:

Local Records Commission Illinois State Archives Building Springfield, Illinois 62756

RECEIVED

FROM:

COUNTY:

WILLIAM RAINEY HARPER COLLEGE

Agency Division

(217) 782-7075,

MAY 13 2003

LOC. REC. COMM.

ADDRESS:

1200 WEST ALGONOUIN RD

Street, P.O. Box

PALATINE, IL 60194

City. Zin Code

TELEPHONE:

847) 925-6245

Directions:

1. Fill in all blanks and columns.

2. Sign and send certificate to above address sixty (60) days prior to disposal date.

3. Retain records until approved copy is returned.

APPLICATION		Inclusive	CUBIC FEET TO
ITEM No.	RECORDS SERIES	DATES	BE DISPOSED
310	Accounts Receivable	89-95	3
314	Central Stores Transfers	90-95	10
332	Auxiliary Summaries (Cafeteria and Bookstore) L	86-95	30
333	Bank & Cash Reconciliation, Cash Receipts	86-95	30
	Summary, Bank Statements, Deposit Slips		
334	Batch Reports	91-00	10
348	County Collector: Tax Distribution & Tabulation	89-95	1.5
350		86-99	30
356	Grant Records	69-95	25
361	Investment Records (Duplicates)	86-92	1.5
362	Journal Entries	86-95	15
376	Unit Cost Study Records	89-95	6
323	Refund Slips	89-00	10
371	State and Federal Tax Statements and Reports	82-95	6
	IL-941's		
345	Check Register (Payroll)	86-95	14
			1
	Disposition		
	Approved		
	records are filmed I hereby certify that the film I hereby certify that in compliance with	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	<u> </u>

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibily in all details in a medium that does not permit additions, deletions, or changes to the images.

I hereby certifiy that in compliance with authorization received from the Local Records Commission the records listed above will be

disposed of on or after

550m Please print name and title on the line above

UP Administrative Services

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

TO: Local Records Commission 1st Floor East - State Archives Building Springfield, Illinois 62756 (217) 782-7075

COOK COUNTY: _

TELEPHONE: (847

APPLICATION #:

FROM: WM. RAINEY HARPER COLLEGE Agency Division

ADDRESS: 1200 W. Algonquin Road Street, P.O. Box

93:12C

Palatine, Illinois 60067 City, ZIP Code

) 925-6000

RECEIVED

1. Prepare two (2) copies.

Directions:

2. Sign and send original to above address sixty (60) days prior to disposal date.

JUN 2 6 2003

3. Retain records until approved copy is returned. REC. COMM.

APPLICATION INCLUSIVE CUBIC FEET TO ITEM NO. RECORD SERIES DATES BE DISPOSED 204 0 Census Sheets (Daily) - Health Service 1997 and prior .5 212 V Employee Health Files .5 1997 and prior 226 V Student Health Records 1997 and prior 8.0 Disposition Direct all correspondence to: Approved Office of Research, OFC/RES Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Illinois 60067

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

! hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed 8/01/03 of on or after

Director, Health and Psychological Services

93:120 APPLICATION #:

TO: Local Records Commission

1st Floor East - State Archives Building Springfield, Illinois 62756

(217) 782-7075

Directions:

1. Prepare two (2) copies.

Sign and send original to above address sixty (60) days prior to disposal date.

RECEIVED

SEP 1 6 2003

LOC. REC. COMM.

COUNTY: COOK

FROM Wm. Rainey Harper College Agency Division

1200 W. Algonquin Rd ADDRESS:

Street, P.O. Box

Palatine 60067 City, ZIP Code

(847 925 6000

3. Retai	n records until approved copy is returned.	PHONE: (847) 925 600	JU
APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
385	Miscellaneous bids, specifications and proposals (successful and unsuccessful)	1991	31 in.
386 4 and 388	[Purchase orders, requisitions] [change orders and return forms]	2000	48 in.
	Disposition Approved		
	Direct all correspondence re request to: Office of Research Wm. Rainey Harper College 1200 W Algonquin Rd Palatine I1 60067		

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

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 _

Thea Keshavarzi, Director of Purchasing Please print name and title on the line above and Risk Management

(Signature required only if records have been microfilmed.)

LR-4.10

TO: Local Records Commission 1st Floor East — State Archives Building Springfield, Illinois 62756 (217) 782-7075

NOV 2 4 2003 LOC. REC. COMM. ----

COUNTY: COOK

APPLICATION #:

FROM: Wm. Rainey Harper College
Agency Division

ADDRESS: 1200 West Algonquin Road Street, P.O. Box

93:12C

Palatine, Illinois 60067

TELEPHONE: (847) 925/6000

Directions:

1. Prepare two (2) copies.

2. Sign and send original to above address sixty (60) days prior to disposal date.

3. Retain records until approved copy is returned.

	3. Netati records dritti approved copy is retained.				
APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED		
377	3 boxes of Absentee Reports	Pre-1985	4.5		
378	10 boxes of Applicant Files	Pre-1985 V	20		
379	4 boxes of Insurance Files	Pre-1995V	8.0		
	•				
	·				
	a-managaraphas- -				
		Disposition Approved	.)		
X	Direct all correspondence re request to: Office of Research Wm. Rainey Harper College 1200 West Algonquin Road Palatine, Illinois 60067				

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

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 February 1, 2004

Loa Sompkins Signature 11/19/03

Lisa Tompkins Employment Specialist Please print name and title on the line above

93:12C APPLICATION #:

TO: Local Records Commission 1st Floor East - State Archives Building Springfield, Illinois 62756

21.000

COOK COUNTY:

> FROM: WM. RAINEY HARPER COLLEGE Agency Division

ADDRESS: 1200 W. Algonquin Road Street, P.O. Box

> Palatine, Illinois 60067 City, ZIP Code

1847 1925-6000

Directions:

Springfield, Illinois 62/36
(217) 782-7075

Stions:

1. Prepare two (2) copies.
2. Sign and send original to above address

LOC. REC. COVIN.

3. Retai	n records until approved copy is returned.	LEPHONE: (847) 925-6000	<u></u>
APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
204	Census Sheets (daily) - Health Service	1998 and prior (1.5
213	Employee Health Files	1998 and prior	400
226	Student Health Records	1998 and prior	15.5
			*
1			5
	Note: Direct all correspondence to:	Pionoise	
	Office of Research, OFC/RES	Diopositio Approved	rz
	Wm. Rainey Harper College 1200 W. Algonquin Road		
	Palatine, Illinois 60067		

"I hereby certify that the film on which the records were reproduced complies with the standards given in Secions 4000.50 and 4000.60 of the Regulations of the local Records Commission."

Lhereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after 03/01/04

Director, Health and Psychological Services

APPLICATION #:

93:12C

TO: Local Records Commission 1st Floor East — State Archives Building Springfield, Illinois 62756 (217) 782-7075

Sign and send orginal to above address sixty (60) days prior to disposal date.

Retain records until approved copy is returned.

1. Prepare two (2) copies.

Directions:

RECEINATE COUNTY:

AGENCY: HORDER COLL

FEB 2 7 2004

ADDRESS: \

Street, P.O. Box

LOC. REC. COMM.

diarine 1

TELEPHONE: (847) SE City, ZIP Code

3. Hetain	Tecords until approved copy is retained.	125 (0)	291
APPLICATION ITEM NO.	: RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
13 عا	ACT Residual Tests	1998	
614	Assessment text Reserts (green)	2001	1
لعالكا	Duinois Stolle TEST RISULTS	2501	
615	CIEP NICET CFP, MOA TOTREUL	1998	
617	Constitution Test Rosults	1998	
619	GED - Bestles & William	1998	
621	Pregiciary Exams, APS coros 4 Reports (including cis)	1998	- 1
623	Sign in Sheate	2001/	
627	water Glasse (PLS) but results	19981	
050	Vocational Score Request Forms	_	
625	TELECAIRSE ROSTERS	200)	
628	Compass Daily Reports ADS test cover sheets Proctor, Make- up, Est regends waivers	1998	

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission."

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

1-23-01 100ma

Signature

VECT. CO MMC

TO: Local Records Commission 1st Floor East - State Archives Building Springfield, Illinois 62756.

COOK COUNTY:

(217) 782-7075

FROM: WM. RAINEY HARPER COLLEGE

APR 0 2 2004

Agency Division

Directions:

ADDRESS: 1200 W. ALGONQUIN ROAD Street, P.O. Box

LOC. REC. COMM. 1. Prepare two (2) copies. Sign and send original to above address

ILL. 60067

sixty (60) days prior to disposal date.

City, ZIP Code

EPHONE: (847) 925-6000

3. Retain records until approved copy is returned.			EPHONE: (847) 925-600	10
APPLICATION ITEM NO.	RECORD SERIES		INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
310	Accounts Receivable	t	7/95-6/96	7.5
313	Cash Register Tapes	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	7/00-1/02	10
314	Central Stores Transfers	• • • • • • • • • • • • • • • • • • • •	7/99-6/01	7.5
315	Credit Card Slips		7/95-12/9	20
316	Daily Cash Reports	• .	7/00-4/02	52.5
320	Price Change Reports	,	7/99-6/00	2.5
325	Time Sheets		1/96-1/00	2.5
		:		,
,				
	·			
	1.1~	•		
ŀ		3003°.		
	x. C.	run Ci		
	Please direct all correspondence to:			
	Office of Research, OFC/RES			
				·

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

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

To: Local Records Commission Illinois State Archives Building Springfield, Illinois 62756 (217) 782-7075

COUNTY: Cook

APPLICATION #: 93:12C

FROM: William Rainey Harper College

Agency Division

ADDRESS: 1200 West Algonquin Rd Street, P.O. Box

Palatine, IL 60194

City, Zip Code

TELEPHONE: (847) 925-6154

Directions:

MAY 0 6 2004

1. Fill in all blanks and columns.

Sign and send certificate to above address Sign and sixty (60) days prior to disposal date.

3. Retain records until approved copy is returned.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
375	Tuition Billing and Student Fees	FY97	2.4
329	Applications for Student/Emergency Loans	FY97	1.2
323	Refund Slips	FY02	4.8
327	Active Student Loan Ledger	FY93-FY96	2.4
326	Accounts Payable Records	FY97	42.0
350	Daily Cash Reports(Cash Receipts Batch Tickets)	FY01	4.8
362	Journal Entries	FY97	2.4
333	Cash Receipts Summary	FY97	12.0
333	Deposit Slips	FY97	7.2
366	Payroll Time Sheets	FY02	14.4
333	Bank Statements	FY97	4.8
346	Check Register	FY93-FY97	2.4
334	Batch Reports	FY01	2.4
315	Credit Card Slips	FY97	2.4
333	Bank and Cash Reconciliation	FY97	2.4
	Disposition		

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibily in all details in a medium that does not permit additions, deletions, or changes to the images.

I hereby certifiy that in compliance with authorization received from the Local Records Commission the records listed above will be of on or after July 1st, 2004

ignature

Administrative Services

APPLICATION #: ___

93:12C

TO: Local Records Commission
1st Floor East — State Archives Building
Springfield, Illinois 62756
(217) 790 7077

COUNTY: ___

FROM: WM. RAINEY HARPER COLLEGE

Agency Division

JUL 2 0 2004

LCC. REC. COMM.

ADDRESS: 1200 W. ALGONQUIN ROAD Street, P.O. Box

COOK

, ILL, 60067

City, ZIP Code

(217) 782-7075 Directions:

> Prepare two (2) copies.
> Sign and send original to above address sixty (60) days prior to disposal date.

3. Retain records until approved copy is returned

3. Heta	in records until approved copy is returned.	TELEPHONE: _	(847)925–60	000
APPLICATION ITEM NO.	RECORD SERIES		INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
318	FINANCIAL REPORTS	7/201	00 - 6/2002	1.5
322	SALES JOURNALS (MONTHLY)	7/200	00 - 6/200Z	1.0
319	THVENTORIES	1989	1- 2001V	2.5
	•			
			,	
- - - - - - - - - - - - - - - - - - -				
	Disposi Appr	iot)		
	Please direct all correspondence to: Office of Research, OFC/RES			

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

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

Signature Office

APPLICATION #:

TO:	Local Records Commission 1st Floor East — State Archives Building RECESTOR
	Carinefield Illinois 69756

COUNTY:

(217) 782-7075---

6.55cf NOV 17 2004

ADDRESS:

Directions:

1. Prepare two (2) copies.

rrepare two (2) copies.

Sign and send orginal to above address

sigh (2) days and send orginal to above address

Street, P.O. Box. 20

sixty (60) days prior to disposal date. 3. Retain records until approved copy is returned... City, ZIP Code

	TELEPHONE		
APPLICATION-	RECORD SERIES Approv	INCLUSIVE	CUBIC FEET TO BE DISPOSED
Le.13.	Act Residual Teats Approve	1999	NEQ
WI	Assessment test Resurs (green).	2002/	1 00/17
تعاط	Divisois State TEST Results	1 5005 N	-5
tors.	Thesia, DHA	1999/	-1.
6	Constitution TEST POSILITIES	1999/	-5
619	GED - RESERVES & William	1999/	.5
021	Pregiotion Starms, AP Scorper Reports Cincillating Cis	19991	-75
623	Sign in Streets	2001/	-5
10 Z	warear Glosse (PLS) but 2	25mts 1999/	NEQ
050	Vocational Searce Postupor Fe	ens 2002/	-5
025	TELOLARSE ROSTORS.	2002 V	-5
850	ROES TEST CODEL Shoots	19991	-05
	Proctal Marker 47, Est Red - WELFUERS	puots '	-
	Abitita to benefit Fireraia!	Hd 1999/	NEA
	··		

"I hereby certify that the film on which the records were reproduced... complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission."

(Signature required only if records have been microfilmed.)

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of onlor after

100mp33

93:120 APPLICATION #:

ADDRESS:

TO: Local Records Commission

1st Floor East — State Archives Building

2. Sign and send original to above address

Springfield, Illinois 62756 (217) 782-7075

1. Prepare two (2) copies.

Directions:

DEC 20 2004

COUNTY: COOK

FROMWIM. Rainey Harper College Agency Division

1200 W. Algonquin Rd

Street, P.O. Box Palatine 60067

City, ZIP Code

JAN 0 7 2005

sixty (60) days prior to disposal date.

925 6000 (847

3. Retain records until approved copy is returned. LOC. REC. COMMATELEPHONE: (847) 925 6000				
APPLICATION ITEM NO.	RECORD SERIES		CUBIC FEET TO BE DISPOSED	
385	Miscellaneous bids, specifications and proposals (successful and unsuccessful)	1992-1993	32 in	
386 and 388	Purchase orders, requisitions, change orders and return forms	2001	56 in	
	Disposition Approved	.*		
	• • • • • • • • • • • • • • • • • • • •			
***************************************		-		
	Direct all correspondence re request to:			
	Office of Research Wm. Rainey Harper College 1200 W Algonquin Rd Palatine Il 60067	,		

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

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

Thea Keshavarzi, Director of Purchasing Please print name and title on the line above

and Risk Management

LR-4.10

93:12C

To:

Directions:

Local Records Commission Illinois State Archives Building Springfield, Illinois 62756 (217) 782-7075

FROM: Wm. Rainer Harper College
Agency Division

FEB 2 8 2005

ADDRESS: 1200 W. Algonguin Rd.
Street, P.O. Box

COUNTY: Cook County-Palatine

LOC. REC. COMM.

& cx

Palatine, IL 60067

TELEPHONE: (847) 925-6000

 Fill in all blanks and columns. Sign and send certificate to above address sixty (60) days prior to disposal date.

Retain records until approved copy is returned.

APPLICATION ITEM NO.	RECORD SERIES	Inclusive Dates	CUBIC FEET TO BE DISPOSED.
358	Insurance policies, expired or canceled. Insurance claims, settled.	1994-96	1,6 cuft
387	Disposal of Property forms.	1997 - 2000	
389	Surplus property sale records. (7 year retention)	1996-2002	only cuft
			;
	Direct all correspondence re request to Office of Research		
	Wm. Rainey Harper College 1200 W. Algonquin Rd. Palatine, IL 60067	Disposition Approved	

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibily in all details in a medium that does not permit additions, deletions, or changes to the images.

I hereby certifiy that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after

Thea Keshavarzi, Director of
Please print name and title on the line above furchasing

APPLICATION #: 93:12C

To:

Local Records Commission Illinois State Archives Building Springfield, Illinois 62756 (217) 782-7075

RECEIVED

APR 1 2 2005

LOC. REC. COMM.

COUNTY: Cook

FROM: Wm. Rainey Harper College Agency Division

ADDRESS: 1200 W. Algonquin Road Street, P.O. Box

Palatine, Illinois 60067-7398

City, Zip Code

TELEPHONE: (847) 925-6000

Directions:

1. Fill in all blanks and columns.

Sign and send certificate to above address sixty (60) days prior to disposal date.

3. Retain records until approved copy is returned.

20.5ct

APPLICATION ITEM No.	RECOR	D SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
204	Census sheets (daily) - Health	Census sheets (daily) - Health Service		1.5
21/2-	Employee Health Files	Disposition	1999 and prior	4.0
226	Student Health Records	Approved	1999 and prior	15.0
	3.			
			L.	
			,	
	Note: Directe all corresponder	nce to:		
	Office of Research, OF6 Harper College 1200 W. Algonquin Roa Palatine, IL 60067-739	d		

If any of the above records are filmed,I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibily in all details in a medium that does not permit additions, deletions, or changes to the images.

I hereby certifiy that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after June 1, 2005

Director, Health and Psychological Services

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

sixty (60) days prior to disposal date.

2. Sign and send certificate to above address.

APPLICATION #:

Local Records Commission Illinois State Archives Building Springfield, Illinois 62756 217 782-7075

Directions:

RICHIMAN COLLEGE

OCT 2 1 2005

COUNTY:

22 FROM: Agency Division

1200 W ADDRESS: Street, P.O. Box

City, ZIP Code

8471925 TELEPHONE:

3. Hetain	records until approved copy is returned. TELEPHONE:()	7)925, 65	1 1
APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
619	ACH Residual TESTS ASSESSMENT TEST RESILITS (GROSS)	2003/	1.2 cut
615	Duinois State TEST RESILTS CIEP, NICET, MOA NURSINA	20001	.5,
617	Dental Hygier TEST Results Constitution test Results	20001	·5 "
619	GED - ROBLES & BUILDING	2000/	·5 ·
621	Proficiency Exams, AP sooker Reports (including cis)	2000/	,75°
623	Sign in sheets	20021	.5
625	distance learning into sheats competency forms be worth ESL gold repeate forms	2001	1.0
627	Watson Gazage (PLS) that Results	2000/	nea
626	Vocational Score Request Forms	2003	.5
628	Camparo Dairy Reports ADS test cover shows Proctor, Make-up ESC Refunds waisers	2000	.75
buu	Ability to benefit Financial Aid Report Disposition Approved	2000	NEQ.

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibly in all details in a medium that does not permit additions, deletions, or changes to the images.

Secon Signature TANKA

Please print name and title on the line above

TH-HI

(Rev. 2/04)

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

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

RECEIVED

TO: Local Records Commission 1st Floor East - State Archives Building Springfield, Illinois 62756 (217) 782-7075

2. Sign and send original to above address

1. Prepare two (2) copies.

Directions:

DEC 2 2 2005

LOC. REC. COMM.

93:120 APPLICATION #:

COUNTY: COOK

FROMWM. Rainey Harper College Agency Division

ADDRESS: 1200 W. Algonquin Rd Street, P.O. Box

Palatine 60067 -

City, ZIP Code 925 6000

	(60) days prior to disposal date. in records until approved copy is returned.	PHONE: (847) 925 600	
APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
385	Miscellaneous bids, specifications and proposals (successful and unsuccessful)	1994-1995	23 in
386 and 388	Purchase orders, requisitions, change orders and return forms	2002	58 in
	29/12 1/10		
	17		
	t e e e e e e e e e e e e e e e e e e e		
:			
		e cosition	
	Direct all correspondence re request to: Office of Research	Disposition	
	Wm. Rainey Harper College 1200 W Algonquin Rd Palatine Il 60067		

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

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.

Thea Keshavarzi, Director of Purchasing
Please print name and title on the line above and Risk Management

(Signature required only if records have been microfilmed.)

APPLICATION #:

TO: Local Records Commission

Directions:

Illinois State Archives Building Springfield, Illinois 62756 (217) 782-7075

COUNTY:

FROM:

COOK HARPER COLLEGE

Agency Division

MECETVEL

ADDRESS:

1200 W ALGONOUIN RD

Street, P.O. Box

AUG 0 4 2006

PALATINE, IL 60067

City. Zip Code

1. Fill in all blanks and columns. 2. Sign and send certificate to above address sixty (60) days prior to disposal date. sixty (60) days prior to disposal date.

TELEPHONE:

(847) 925-6000

		, ,				
3.	Retain	records	until	approved	copy	İS
	return	ed .				

APPLICATION ITEM NO.	RECORDS SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
		FY98	BE DISPOSED
346	NSF Receipt Books	FY98V	
323	Refunds Disposition Approved	12/01-11/021	
346	Bad Debt	97-98	
344	Chargebacks	FY99	
345-747.	Chargebacks -Account Within (Chack Register?)	-7/00-6/02-	
345	PAR Reports (Check Register)	7/97-6/98	<u>-</u>
375	3 rd Party	FY98	
374	Charges	9/97-5/99	
333	Tuition Batches	7/97-6/99	
329	DPP's \ Loans	9/97-5/99	•
329	TOR FORDY	FY99	
356	IVG/ING/MIA/POW (Grant (Coords)	96-00~	
345	IVG/ING/MIA/POW (Grant tecords) PAR Reports Check Register (Payroll) Powroll CI	11/98-6/99	
355	Payroll GL	7/97-6/99	
347	Payroll Deduction Void Checks	1/98-6/99	
371	1098-T	99-00	
370	1098-T Bookstore/Central Stores Summary Sales \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	FY98/991	
316 333	Bank Deposit Tickets	FY99-00-	
323	Tuition Refund/Check Register	FY96-99	I
315	Visa/Discover	FY98-99	
355	Fund Transfer, Coresource - General Legens	FY98	_
356	Grant Files Journal	FY97-99\	

If any of the above records are filmed,I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the I hereby certifiy that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after





original is reproduced accurately and legibily in all details in a medium that does not permit additions, deletions, or changes to the

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

Signature

Judith A. Thorson V.P. Administrative Services

Please print name and title on the line above

AUG 0 4 2006 LOG. HEG. GO

Disposition Approved

APPLICATION #:

TO:

Local Records Commission Illinois State Archives Building Springfield, Illinois 62756 (217) 782-7075

COUNTY:

COOK

FROM:

HARPER COLLEGE

Agency Division

AUG 0 4 2006

ADDRESS:

1200 W ALGONOUIN RD

Street, P.O. Box

PALATINE, IL 60067

City. Zip Code

TELEPHONE:

(847)

925-6000

Directions:

1. Fill in all blanks and columns.

2. Sign and send certificate to above address sixty (60) days prior to disposal date.

3. Retain records until approved copy is returned.

APPLICATION ITEM NO.	RECORDS SERI	ES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
345 334 333 376 361 310 356 326 362 334	Check Registers Student Interface Batches Bank Statements Unit Cost Investment Maturities Book Vouchers - Account Grants Federal & ICCB Expenditures (7 year y Journal Entries Daily Batches Report	Disposition Approved	7/98-6/99\FY98-99\FY98-99\FY96-98\FY98-99\FY92-03\FY92-03\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY98-99\FY88-99\FY8-99\FY88-99\FY88-99\FY88-99\FY88-99\FY88-99\FY88-99\FY88-99\FY88-	BE DISTOSED

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibily in all details in a medium that does not permit additions, deletions, or changes to the images.

I hereby certifiy that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of dn or after

Judith A. Thorson

V.P. Administrative Services Please print name and title on the line above

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

93.12. APPLICATION #:_

Local Records Commission TO: Illinois State Archives Building Springfield, Illinois 62756 217 782-7075

RECEIVED

JAN 3 0 2007

Directions:

1. Fill in all blanks and columns. 1. Fill in all blanks and columns. 2. Sign and send certificate to about the REC. COMM.

sixty (60) days prior to disposal date.

3. Retain records until approved copy is returned.

COUNTY: ADDRESS: Street, P.O. Box

City, ZIP Code

84719 TELEPHONE:

APPLICATION ITEM NO.	RECORD SERIES Disposition	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
B13	ACT Residual	N002	regulation
614	Assessment TEST Desurts (greens	20041	1.4
	Durind a Storre / western Results		-5
12 15 T	CIEP, NICET, MOA, NLN (PSB) TEST RESULTS	2001/	\
רוטן	Constitution TEST Results	2001/	•5
619	GED - ROSEL + Bouing	2001/	-5
621	AD Scored & Reports	2001/	~72
623	sian in Sheats	20031	-75
625		20041	1.0
,	comberered forus to morn	2002	[[
	ESL Gold & celeane Josms	2002	
	Proctoned.	2004	
1027	PLS (warsan & laper) test easie	5200 N	nealich
626	Vocational Scare Request Forms	Nhoos	-5
628	Compass Dain Reports	2001	
	Mare up Est Regurals		1.0
	waivers		
444	A+B Fironcial aid Reports	2001/	nea.
[

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission: If records are digitized, I certify that the original is reproduced accurately and legibly in all details in a medium that does not permit additions, deletions, or changes to the images.

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

RE	CORDS DISPOSA	AL CERTIFICATE	APPLICATION #: 93:012 C
TO:	Local Records Commission	SICCIBILITY (SIC)	COUNTY: COOK
	Springfield, IL 62756	The second second	FROM: Wm Rainey Harper College
	217-782-7075	JUN 0 4 2007	Agency Division
Direc	tions:	200	ADDRESS: 1200 W. Algonguin Kd Street, P.O. Box
	1. Fill in all blanks and column	OC. HEU. WUNDER	Palatine IL 60067-7398
	Sign and send certificate to sixty (60) days prior to dispo	BOC. HEC. COMMIN. Sal date.	. * W 4 / \ - - 1 / U /
	3. Retain records until approve		

APPLICATION ITEM NO.		RECORD	SERIES		INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
601	Admission Who Po	Documents Enter	kr	Applicants	Pocuments for these whose last date of attendance is price to Spring 2002	100.5
			,el			
	•	·	ř			

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibly in all details in a medium that does not permit additions, deletions, or changes to the images.

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

Signature Date

MATTHEW Mcl AUGHLIN, MONOGER of ADMIS

Print Name and Title on line above

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

Prepared by: MATTHEW MCLAUFHIIN

_STATE OF ILLINOIS: RECORDS DISPOSAL CERTIFICATE

APPLICATION FOR AUTHORITY TO DISPOSE OF STATE RECORDS

93:12C

T -	
IΩ	۰
	٠

Office of the Secretary State Records Commission Illinois State Archives Springfield, IL 62756 Harper College

Agency

Division, Bureau, Section

1200 W Algonquin Rd Palatine, IL 60067 Address

		<u> </u>	
ITEM NUMBER ON APPLICATION	TITLE OF RECORD SERIES ON APPLICATION	INCLUSIVE DATES OF RECORD	CUBIC FEET TO BE DESTROYED
326 365 355 345	Accounts Payable Records Payroll Information General Ledgers and Journal Sheets Check Register (Payroll) Please use correct form for fiture dispusal request	FY97-99 FY98-00 FY98-00 FY98-001	108 18 18 14
	The Thinks are hear hear		

DIRECTIONS

- Prepare one original and two carbons. Send the original and one carbon to the State Records Commission thirty (30) days prior to the disposal date. Retain one carbon for your file.
- Do not dispose of materials until one copy is returned to your agency signed by the Chairman of the State Records Commission, in compliance with Section 4400.40(b) of the rules of the State Records Commission.

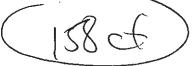
I hereby certify that in compliance with the above referenced ____, received from the State application # 93:12C Records Commission, the records listed above/will/be disposed of on or after

Title

APPROVED:

Chairman, State Records Commission Director, Illinois State Archives

Date





RONG FORM

_STATE-OF-ILLINOIS RECORDS DISPOSAL CERTIFICATE

APPLICATION FOR AUTHORITY TO DISPOSE OF STATE RECORDS

93;12C

Т	_	

Office of the Secretary of State Records Commission JUN 1 1 2007 Illinois State Archives Springfield, IL 62756 LOG

Harper College

Accounting Services

Agency

Division, Bureau, Section 1200 W Algonquin Rd. Palatine, IL 60067

Address

ITEM NUMBER ON APPLICATION	TITLE OF RECORD SERIES ON APPLICATION	INCLUSIVE DATES OF RECORD	CUBIC FEET TO BE DESTROYED
375 374 355 3 35 345 334 329 356 355 372 333 371 310 337 362 326 376 366 371	Tuition Billing and Student Fee (Third Party) Student Tuition Receipts Bids, Specifications, and Proposals Check Register Batch Reports Applications for Student/Emergency Loans Grant Records General Ledger and Journal Sheets (p/r) State University Retirement System Reports (emp. cont.) Bank and Cash Reconciliation, Cash Receipts Summary, Bank Statements, and Deposit Slips State and Federal Tax Statements and Reports (941/1098T) Accounts Receivable (for students receiving financial aid) Budget Reports Journal Entries Accounts Payable Records Unit Cost Study Records Payroll Time Sheets State and Federal Tax Statements and Reports (W2)	FY00 FY99-00 8/96-11/96 FY00 FY00 FY99-00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00 FY00	1.5 13.5 1.5 4.5 3.0 3.0 6.0 4.5 1.5 6.0 3.0 3.0 1.5 3.0 30.0 1.5 3.0

DIRECTIONS

- Prepare one original and two carbons. Send the original and one carbon to the State Records Commission thirty (30) days prior to the disposal date. Retain one carbon for your file.
- Do not dispose of materials until one copy is returned to your agency signed by the Chairman of the State Records Commission, in compliance with Section 4400.40(b) of the rules of the State Records Commission.

I hereby certify that in compliance with the above referenced application # 93:12C , received from the State Records Commission, the records listed above will be disposed of on or after July-9, 2007

APPROVED:

Chairman, State Records Commission Director, Illinois State Archives

Date

RECORDS DISPOSAL CERTIFICATE 93:120 APPLICATION #: _ Cook COUNTY:

TO: Local Records Commission 1st Floor East - State Archives Building Springfield, Illinois 62756 (217) 782-7075

JUL 19 2007

FROM: Wm. Rainey Harper College Agency Division

ADDRESS: 1200 W. Algonquin Road Street, P.O. Box

Palatine, Illinois

City, ZIP Code

LOGo saide O Woulde

Directions:

1. Prepare two (2) copies.

2. Sign and send original to above address sixty (60) days prior to disposal date.

3. Retain records until approved copy is returned.

TELEPHONE: (847) 925-6000 **INCLUSIVE CUBIC FEET TO** APPLICATION ITEM NO. **RECORD SERIES** DATES **BE DISPOSED** 3 CU. 4 1998 - 2001 2 PATIENT RECORDS FROM 1998-2001 - CARDIAC 237 REHABILITATION Direct all correspondence re request to: Office of Research Wm. Rainey Harper College 1200 W. Algonquin Road

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

Palatine, Illinois 60067

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

BENSON PROJEAN.

RECORDS DISPOSAL CERTIFICATE APPLICATION #: 93:12C

TO: Local Records Commission 1st Floor East — State Archives Building Springfield, Illinois 62756 (217) 782-7075

Directions:

JUL 1 9 2007

FROM: Wm. Rainey Harper College

Cook

FROM: Wm. Rainey Harper College
Agency Division

ADDRESS: 1200 W. Algonquin Road Street, P.O. Box

Palatine, Illinois 60067

City, ZIP Code

B.C. Go Misse Commende

Prepare two (2) copies.
 Sign and send original to above address sixty (60) days prior to disposal date.

3. Retain records until approved copy is returned.

TELEPHONE: (847) 925-6000

COUNTY: _

3. Hetai	n records until approved copy is returned.	TELEPHONE: (847) 925-6000	
APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
231	PATIENT RECORDS - CARDIAC REHABILITATION	1998 -2001	3 CUFT
	Dispectiton Approved		
:			
			-
	•		
	Direct all correspondence re request to:		
	Office of Research Wm. Rainey Harper College		
	1200 W. Algonquin Road Palatine, Illinois 60067		

"I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the local Records Commission."

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 _____ \(\frac{1}{2} - 16 - 07 \)

Signature

7-16-0

LAURA BEDSON

PROGRAM Mr

APPLICATION #: 93.12. C

TO: Local Records Commission Illinois State Archives Building Springfield, Illinois 62756 217-762-7075

RECEIVED

JAN 1 0 - 2000

COUNTY: COOK

FROM: HORDER COLLEGE

ADDRESS: 1200 w. Wagueur R.
Street, P.O. Box

Street, P.O. Box

Calculative 60057 - 739;
City, ZIP Code

1. Fill in all blanks and columns.
2. Sign and send certificate to above access. REC. CUIVIN.

sixty (60) days prior to disposal date.

3. Retain records until approved copy is returned.

oved copy is returned. TELEPHONE: (SUN 1975 / 65 4

APPLICATION ITEM NO.	RECORD SERIES Disposition	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
613	ACT Residual RESODMENT TEST Results (groons)	2005/	
k 195		5001m	
N 68.6	Constitution TEST Results NLN too! OSTERS PESULTS (Work DAY GED - ROSTERS + BUILTS (Work DAY Profleiency Exams (Incl. Cis) AD Scored + Reports	72 002 12 002 12 002	
625	Sign in Sheats distance learning info sheats Competency forms for mach Est Gold Schause forms Teleranse Roslins	2004/ 2003/ 2003/ 2005/	
626	PLS (warsan: Glaser) test esset Vocational Scape Request Forms	s scosi	
628 644	Compass Daily Reports [ADS 607 cover sheets Make up Est Rymais Waivers AHB Firancial and Reports	2002	

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission: frecords are digitized, I certify that the original is reproduced accurately and legibly in all details in a medium that does not permit additions; deletions, or changes to the images.

I hereby certify that, in compliance with authorization received from the Local Records Commission, the records listed above with be disposed of on or after

TANYA BERGMAN

Please print name and title on the line above

MANAGE ()

APPLICATION #: 93:12C

To:

Local Records Commission Illinois State Archives Building Springfield, Illinois 62756 (217) 782-7075

RECEIVED

MAY 0 1 2008

COUNTY: Cook

FROM: Wm. Rainey Harper College Agency Division

ADDRESS: 1200 W Algonquin Rd Street, P.O. Box

Palatine, Illinois 60067

City, Zip Code

TELEPHONE: (847) 925-6912

Directions:

2. Sign and send certificate to above address sixty (60) days price (1)

3. Retain records until approved copy is returned.

APPLICATION AMERICAN	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO
333	BANK AND CASH RECONCILIATION, CASH RECEIPTS SUMMARY, BANK STATEMENTS, AND DEPOSIT SLIPS	1973 - JUNE 2001	BE DISPOSED 21
	Disposition Approved		

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibily in all details in a medium that does not permit additions, deletions, or changes to the images.

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

I hereby certifiy that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after July 1, 2008

Nancy Savard - Logistics Supervisor

APPLICATION #: 93:12C

COUNTY: Cook

To:

Directions:

Local Records Commission Illinois State Archives Building Springfield, Illinois 62756 (217) 782-7075

RECEIVED

MAY 1 6 2008

Wm. Rainey Harper College

Agency Division

ADDRESS:

1200 W Algonquin Rd

Street, P.O. Box

LOC. REC. CUIVANA.

Palatine, Illinois 60067

City, Zip Code

TELEPHONE: (847) 925-6912

1. Fill in all blanks and columns.

2. Sign and send certificate to above address sixty (60) days prior to disposal date.

3. Retain records until approved copy is returned.

,	Approx 100 Color		
APPLICATION ITEM No.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
378	Applications for Employment (Including Resumes and Credentials)	1980 - 2005 🗸	8
379	Employee's Insurance File (Bills, Claims, Explanation of Benefits)	1980 - 2000 V	8

If any of the above records are filmed,I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibily in all details in a medium that does not permit additions, deletions, or changes to the images.

I hereby certifiy that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of proor after 7/15/2008

Nancy Savard - Logistics Supervisor

Please print name and title on the line above

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

Local Records Commission Illinois State Archives Building Springfield, Illinois 62756 (217) 782-7075

To:

Directions:

RECEIVED

MAY 1 9 2008

LOC. REC. CUMM. 1. Fill in all blanks and columns.

2. Sign and send certificate to above address sixty (60) days prior to disposal date.

3. Retain records until approved copy is returned.

APPLICATION #: 93:12C

COUNTY: Cook

FROM: Wm. Rainey Harper College

1200 W Algonquin Rd ADDRESS:

Street, P.O. Box

Palatine, Illinois 60067 City, Zip Code

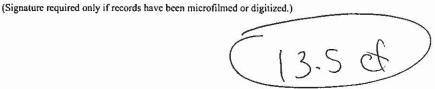
TELEPHONE: (847) 925-6912

	· · · · · · · · · · · · · · · · · · ·		
APPLICATION		INCLUSIVE	CUBIC FEET TO
ITEM NO.	RECORD SERIES	DATES	BE DISPOSED
614	Assessment Test Reports	1995 - 2000 🗸	13.50
	Dispersion		
		5	

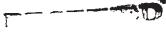
If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibily in all details in a medium that does not permit additions, deletions, or changes to the images.

I hereby certifiy that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after 7/20/2008

Nancy Savard - Logistics Supervisor



TO: Local Records Commission Illinois State Archives Building Springfield, Illinois 62756 (217) 782-7075



MAY Z , ZUUG

Directions:

1. Fill in all blanks and columns

2. Sign and send certificate to above the HEU. CUMM. sixty (60) days prior to disposal date.

3. Retain records until approved copy is returned.

APPLICATION # 93:12C

COUNTY: Cook

FROM: Harper College

(Agency Division)

ADDRESS: 1200 W Algonquin Rd

(Street, P.O. Box)

Palatine, IL 60067

(City, Zip Code)

847-925-6858 TELEPHONE:

 J_{C}

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
326	Accounts Payable	FY01V	45.20
334	Batch Reports	FY05	12.0
333	Bank Statements	FY01	7.80
362	Journal Entries Dispersition	FY01	6.0
355	Journal Entries General Ledgers and Journal Sheets (p/r)	FY01	7.2
374	Student Tuition Receipts	FY01V	32.67
375	Tuition Billing and Student Fees (third party)	FY01	2.4
356	Grant Records	FY01	4.8
366	Payroll Time Sheets	FY06	9.6
310	Accounts Receivable	FY01	1.2
371	State and Federal Tax Statements and Reports (W2)	FY01	5.44 —(
345	Check Registers	FY01	4.8
365	Payroll Information	FY01	7.2
329	Applications for student/emergency loans	FY01	3.6

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibly in all details in a medium that does not permit additions, deletions, or changes to the images.

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

7/31/08

Asst VP Admin

Please print name and title on the line above

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

TO: Local Records Commission Illinois State Archives Building Springfield, Illinois 62756 (217) 782-7075

Directions:

2. Sign and send certificate to above address sixty (60) days prior to disperse. sixty (60) days prior to disposal date.

3. Retain records until approved copy is returned to CO WILVID

APPLICATION # 93:12C

COUNTY: Cook

FROM: Harper College

(Agency Division)

ADDRESS: 1200 W Algonquin Rd

(Street, P.O. Box)

Palatine, IL 60067

(City, Zip Code)

TELEPHONE:

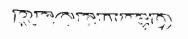
	TELEPHONE.		
APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
	EDUCATIONAL Phanning Records 1 BOY = 18" x 12" x 12" w (9901-9906 May 1999- 9901-9906 May 1999 May 2000)	

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibly in all details in a medium that does not permit additions, deletions, or changes to the images.

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

Signature

TO: Local Records Commission Illinois State Archives Building Springfield, Illinois 62756 (217) 782-7075



2 2008

APPLICATION # 93:12C

COUNTY: Cook

FROM: Harper College

(Agency Division)

ADDRESS: 1200 W Algonquin Rd

(Street, P.O. Box) 398 Palatine, IL 60067

(City, Zip Code)

TELEPHONE: 847-925-6955

Directions:

1. Fill in all blanks and columns

2. Sign and send certificate to above address sixty (60) days prior to disposal date.

3. Retain records until approved copy is returned.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
415	Administrative Correspondence Files	1978-2002	1.2
419	School Research Studies, Enrollment Projections	1978-2002	17.8
	Disposition Approved		

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibly in all details in a medium that does not permit additions, deletions, or changes to the images.

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

October 31, 2008

Laura R Crane, Director, Office of Research

Please print name and title on the line above

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

APPLICATION # 93:12C

TO: Local Records Commission Illinois State Archives Building Springfield, Illinois 62756 (217) 782-7075

SEP 18 2008

ADDRESS:

COUNTY: Cook

FROM: Harper College

(Agency Division)

1200 W Algonquin Rd (Street, P.O. Box)

Palatine, IL 60067

(City, Zip Code)

TELEPHONE: 847-925-6858

Directions:

1. Fill in all blanks and columns

2. Sign and send certificate to above address sixty (60) days prior to disposal date.

3. Retain records until approved copy is returned.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
356	Grant Records	FY00-02	3.0
371	State and Federal Tax Statements and Reports (W2)	2002	3.0
372	State University Retirement System Report (employee contribution)	FY02	1.5
345	Check Registers	FY02	1.5
355	General Ledgers and Journal Sheets (p/r)	FY02	1.5
317	Employee Personnel Files	FY02/	4.5
109	Employee Personnel Files Scholarships/Financial Aid Files Disposition Approved	FY04	16.5

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibly in all details in a medium that does not permit additions, deletions, or changes to the images.

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

9/15/08

Please print name and title on the line above

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

APPLICATION #: 93:12C

COUNTY: Cook

To: Local Records Commission

Illinois State Archives Building

FROM: Wm. Rainey Harper College

Springfield, Illinois 62756 (217) 782-7075

Agency Division

ADDRESS: 1200 W Algonquin Rd Street, P.O. Box

Palatine, Illinois 60067

TELEPHONE: (847) 925-6912

Directions:

1. Fill in all blanks and columns.

2. Sign and send certificate to above address sixty (60) days prior to disposal date.

3. Retain records until approved copy is returned.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
APPLICATION ITEM NO. 610	Residency Certifications	INCLUSIVE DATES 1997-July 31, ~ 2007	CUBIC FEET TO BE DISPOSED 18 cu ft

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000,50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibily in all details in a medium that does not permit additions, deletions, or changes to the images.

I hereby certifiy that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after 12/1/2008

Nancy Savard - Logistics Supervisor

Please print name and title on the line above

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



APPLICATION #:_

TO:	Local Records Commission			
	Illinois State Archives Building			
	Springfield, Illinois 62756			
	217-782-7 075			

NOV 0 5 2008

COUNTY:

1200 W ADDRESS: Street, P.O. Box

City, ZIP Code

ভিধ্য । এ TELEPHONE:

Directions:

1. Fill in all blanks and columns.

2. Sign and send certificate to above address sixty (60) days prior to disposal date. U. William Control of the
3. Retain records until approved copy is returned.

[[, =,=,,,,,=,,]	UBIC FEET TO
LOIY ASSOCIATED RESULTS (GROOF) 2006/ Duinds State / Western Results LOIS CIED, Micer, MOA, NLN (ASB) 2003/ TEST Results LOIT Constitution TEST Results LOID GED - ROSTER + BOILING LOIG GED - ROSTER + BOILING LOID REPLICION EXAMS (Incl. CIS)	
LOIY ASSOCIATED RESILVESTERN RE	
buinds Stock Western Results LIST CIED, MICET, MON, MLN (PSB) 2003/ TEST RESULTS LOIT Constitution, TEST Results 2003/ LOIG GED - ROSTER + BOILING BOOS/ LOIG GED - ROSTER + BOILING	
617 Constitution TEST Results 2003/ 620 - Roster + Boiling B003/ 621 Proficiency Exams (incl. Cis)	
617 Constitution TEST Results 2003/ 620 - Roster + Boiling B003/ 621 Proficiency Exams (incl. Cis)	
1019 GED - ROSEL + Billing BOOSI/ 1021 Proficiency Exams (incl. Cis)	
621 Proficiency Exams (incl. Cis)	
621 Proficiency Exams (ind. Cis)	·
1 18 cm 3 1 2 cm 3 V	- 1.
The second of th	
1623 Sign in Sheats 2005V	
ters distance learning info sheets 2006/	
competency forms for math 2004	
Téreranne Rostèrs 20061	
627 PLS (walson: Glober) test events 2003/	
626 Vocacional Score Request Forms 20050	
1628 Campaos Dain Reports	
ADS toot cases sheets 2003/	1
Mare up Esic Requisions	
444 AAB Financial aid Reports 2003/	

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission: If records are digitized, Feertify that the original is reproduced accurately and legibly in all details in a medium that does not permit additions; deletions, or changes to the images.

I hereby certify that, in compliance with authorization received from the Local Records Commission, the records listed above will be disposed of on er-after

	1,20		<u> </u>	_•	
	Vanv	abore	21100	, vona	٤
_		Signature		Date	
	TANYA	BERGMA	125	MEN: 45	2
Ī	Please print name an	d title on the line abov	e (1	11.00	