

RECORDS DISPOSAL CERTIFICATE

APPLICATION NO. 93:12C
AGENCY Harper College

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

COUNTY: Cook

RECEIVED

FROM: Harper College
Agency Division

19.00 FEB 25 1998

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

Palatine, IL 60067-7398
City, Zip Code

LOC. REC. COMM.

TELEPHONE: AC

Directions:

1. Prepare two (2) copies.
2. Send original to Local Records Commission sixty (60) days prior to disposal date.
3. Retain second copy for your file.

CUBIC FEET TO BE DISPOSED	APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES
3 cu. ft.	204	Dialy Census Record	up to and including 1992 ✓
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 cu. ft.	200	Administrative files	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 Palatine, 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 above will be disposed of on or after
March 1, 1998

(Signature required only if records have been microfilmed.)

Signature

Date

Rosemary Murray, Director

Please print name and title on the line above

Health Service and Wellness Programs

RECORDS DISPOSAL CERTIFICATE

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

COUNTY: COOK COUNTY - Palatine

RECEIVED

FROM: Wm. Rainey Harper College
Agency, Division

APR 03 1998

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

Directions:

1. Prepare two (2) copies.
2. Send original to Local Records Commission sixty (60) days prior to disposal date.
3. Retain second copy for your file.

LOC. REC. COMM.

Palatine, Illinois 60067
City, Zip Code

TELEPHONE: A.C. 847 / 925 / 6000

AGENCY
APPLICATION NO. 93-12C

CUBIC FEET TO BE DISPOSED	ITEM NO.	RECORD SERIES	INCLUSIVE DATES	METHOD OF DISPOSAL
1.5	385	Miscellaneous bids, specifications and proposals (successful and unsuccessful)	1987 ✓	Landfill
3.0	388 and 386	Purchase orders, requisitions, change orders and return forms	1995 ✓	Landfill
<p>Disposition Approved</p> <p>Direct all correspondence re request to:</p> <p>Office of Research Wm. Rainey Harper College 1200 West Algonquin Road Palatine, Illinois 60067</p>				

"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 records listed above will be disposed of on or after 5-20-98

(Signature required only if records have been microfilmed.)

Thea Keshavarzi 3/20/98
Signature Date
Thea Keshavarzi
Director of Purchasing
Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

COUNTY: 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

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.

RECORDED
APR 28 1996
LOG.

✓ 15.00

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
<p>Note: Direct all correspondence to: Office of Research, OFC/RES Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Illinois 60067</p>			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 6/20/98

Lisa Farney
Signature

4/17/98
Date

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

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

COUNTY: COOK

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Agency Division

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Street, P.O. Box
Palatine, Illinois 60067
City, ZIP Code

TELEPHONE: (847) 925-6000

Directions:

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2. Sign and send original 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
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
316	Buyback Bucks	6/95 - 5/96 ✓	3
<p>Note: Direct all correspondence to: Office of Research, OFC/RES Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Illinois 60067</p>			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 1, 1998

Richard L. Seiler 4/8/98
Signature Date

Richard Seiler Bookstore Manager
Please print name and title on the line above

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

RECEIVED

APR 29 1998

LOC. REC. COMM.

COUNTY: 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

Directions:

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2. Sign and send original 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
225	Nursing Students' Clinical Evaluations	1992 and 1993 ✓	24
<p>Direct all correspondence re this request to: Office of Research Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Il. 60067</p>			Disposition Approved

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I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after July 1, 1998.

Cheryl H. Wandambi 4/23/98
Signature Date

Cheryl H. Wandambi, Director

Please print name and title on the line above

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

COUNTY: COOK

RECEIVED

APR 30 1998

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

Directions:

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2. Sign and send original 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
310	Accounts Receivable - Bad checks payments	1/68 - 12/90 ✓	2 cu ft
<p>Note: Direct all correspondence to:</p> <p>Office of Research, OFC/RES Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Illinois 60067</p>			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, 1998

Richard R. Seiler
Signature
4/24/98
Date
RICHARD R. SEILER
Please print name and title on the line above

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

COUNTY: COOKFROM: Wm. Rainey Harper College
Agency DivisionADDRESS: 1200 W. Algonquin Road
Street, P.O. Box
Palatine, Illinois 60067
City, ZIP Code**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

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
237	Patient records from: Cardiac rehabilitation; treadmill test results; blood work records	1988 - 1992 ✓	10 cu. ft.
Disposition Approved			
Direct all correspondence re this request to: Office of Research Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Il. 60067			

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I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after 8-1-98.

Laura A. Benson
Signature

6-11-98
Date

LAURA BENSON, MS - PROGRAM SUPERVISOR
Please print name and title on the line above

(Signature required only if records have been microfilmed.)

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APPLICATION #: 93:12C

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Springfield, Illinois 62756
(217) 782-7075

COUNTY: COOK

RECEIVED

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

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.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
626	Career Interest Tests (COPS & Strong)	8/95 - 6/96	.75
<p style="text-align: right;">Disposition Approved</p> <p>Direct all correspondence re request to: Office of Research Wm. Rainey Harper College 1200 West Algonquin Road Palatine, Illinois 60067</p>			

"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

Christopher Kranz
Signature

6/17/98
Date

Christopher Kranz, Coord. Career Center
Please print name and title on the line above

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

RECEIVED

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

SEP 16 1998

LOC. REC. COMM.

COUNTY: COOK

FROM: Wm. Rainey Harper College
Agency Division

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

Palatine, Illinois 60067
City, Zip Code

TELEPHONE: AC 847 / 925 / 6000

Directions:

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35.00

AGENCY
APPLICATION NO. 93-12C

CUBIC FEET TO BE DISPOSED	APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES
3 cu. ft.	600	Add, Drop, Withdrawal Forms	Through October 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 ✓
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

Suzanne Sons
Signature

9-11-98
Date

(Signature required only if records have been microfilmed.)

Suzanne Sons, Coordinator of
Please print name and title on the line above
Student Records

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

COUNTY: Cook

RECEIVED

FROM: Wm. E. Harper College
Agency Division

OCT 19 1998

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

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. REC. COMM.

Palatine, IL 60067
City, ZIP Code

TELEPHONE: (847) 925-6615

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
613	ACT Residual Tests	1991 ✓	.1
614	Assessment Test Reports	1995 ✓	2.6
615	CIEP Registration Records	1993 ✓	.2
617	Constitution test Results	1993 ✓	.1
619	GED test records (rosters + copies of billings)	1993 ✓	.1
621	Proficiency Exams & Advanced Placement Score Reports	1993 ✓	.2
627	Watson - Glaser (L+E) Test Results	1993 ✓	.1
		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.

Tanna Bergman 16 Oct 98
Signature Date
TANNA BERGMAN Testing
Please print name and title on the line above Specialist
LR-410

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

RECEIVED

NOV 03 1993

LOG. REC. COMM.

COUNTY: 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

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.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
204	Daily Census Record	up to and including 1993	✓ 3
212	Employee Health Record	up to and including 1993	✓ 3
226	Student Health Record	up to and including 1993	✓ 12
200	Administrative files	up to and including 1993	✓ 1
<p style="text-align: center;"><i>JANICE COOK</i> Direct all correspondence re this request to: Office of Research Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Il. 60067</p>			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 10/26/98
Signature Date
Rosemary Murray, Director
Health Service and Wellness Programs

Please print name and title on the line above

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

RECEIVED

MAR 29 1999

LOC. REC. COMM.

COUNTY: Cook

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

Directions:

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2. Sign and send original 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
385	Miscellaneous bids, specifications and proposals (successful and unsuccessful)	1988 ✓	2. 78 ⁸⁰
386 and 388	Purchase orders, requisitions, change orders and return forms Purchase orders & Requit.	1996 ✓ 1996	3. 37 ⁴⁰
<p>Direct all correspondence re request to:</p> <p>Office of Research Wm. Rainey Harper College 1200 W Algonquin Rd Palatine IL 60067</p>			

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

Thea Keshavarzi 3/24/99
Signature Date

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

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

RECEIVED

APR 15 1993

COUNTY: COOK

FROM: WM. RAINEY HARPER COLLEGE
Agency Division

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

PALATINE, ILL. 60067
City, ZIP Code

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.

LOC. REC. COMM.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
378	Applications for Employment (Including resumes and credentials)	5/96-5/97 ✓	12
Please direct all correspondence to: Office of Research, OFC/RES		Jadice Cook	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 7/1/99

Lisa Farney 4/1/99
Signature Date
Lisa Farney, Employment Specialist
Please print name and title of the line above

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

RECEIVED

COUNTY: COOK

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

JUN 9 1999

LOC. REC. COMM.

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

Directions:

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2. Sign and send original 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
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	9
320	Price Change Reports	7/96 - 6/97	1/4
321	Purchase Orders Paid (including Key/Ship rec)	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
<p>Note: Direct all correspondence to: Office of Research, OFC/RES Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Illinois 60067</p>			

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 18, 1999

Richard Seiler 5/14/99
Signature Date

Richard Seiler, Bookstore Manager
Please print name and title on the line above

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

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

Directions:

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RECEIVED
SEP 02 1999
LOC. REC. COMM.

APPLICATION #: 93.12C
COUNTY: Cook
FROM: Harper College
Agency Division
ADDRESS: 1200 W. Algonquin
Street, P.O. Box
Palatine, IL 60067
City, ZIP Code
TELEPHONE: (847) 925-6541

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
613	Act Residual tests	1992	.1
614	Assessment Test reports	1996	2.6
615	CLEP Registration Records	1994	.2
617	Constitution test results	1995	.1
619	GED test records (rosters + copies of billings)	1994	.1
621 OK	Proficiency Exams + Advanced Placement Scale Reports	1994	.2
627	Watson Glaser (Paralegal Studies) Test Results	1994	.1

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I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after 12/1/99.

(Signature required only if records have been microfilmed.)

Tanya Bergman
Signature Date
TANYA BERGMAN
Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93-12C

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

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

TELEPHONE: (847) 925-6600

Directions:

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2. Sign and send original 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
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 dispose 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 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 21, 1999

Suzanne Sons 9-21-99
Signature Date

Suzanne Sons, Coordinator of Student

Please print name and title on the line above

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

RECEIVED

NOV 16 1999

LOC. REC. COMM.

COUNTY: 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

Directions:

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3. Retain records until approved copy is returned.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
237	It records from cardiac rehabilitation + treadmill tests	1985 - 1993	6 cu. ft
<p>Direct all correspondence re request to:</p> <p>Office of Research Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Illinois 60067</p>			Disposition Approved

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I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after 1-15-00

Laura A. Benson 11-8-99
Signature Date

LAURA A. BENSON, MS - PROGRAM SUPERVISOR
Please print name and title on the line above

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

COUNTY: COOK

RECEIVED

FEB 16 2000

LOC. REC. COMM.

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

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.

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 and including 1994	3
226	Student Health Record	up to and including 1994	12
200	Administrative files	up to and including 1994	1
<p>Direct all correspondence re this request to: Office of Research Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Il. 60067</p>			

"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 March 1, 2000

Rebecca Santeler, RNC. 2/3/00
Signature Date
Rebecca Santeler, Interim Director
Health and Psychological Services

Please print name and title on the line above

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

COUNTY: Cook

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

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.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
385	Miscellaneous bids, specifications and proposals (successful and unsuccessful)	1989 ✓	4.0
386 and 388	Purchase orders, requisitions, change orders and return forms Purchase orders & Requisitions	1997 ✓	3.1
<p>Direct all correspondence re request to:</p> <p>Office of Research Wm. Rainey Harper College 1200 W Algonquin Rd Palatine IL 60067</p>			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 from now.

Thea Keshavarzi 2/7/00
Signature Date

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.)

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

APPLICATION #: 93:12C

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

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MAR 06 2000

LOC. REC. COMM.

COUNTY: COOK

FROM: Wm. Rainey Harper College
Agency Division

ADDRESS: 1200 West 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 original 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
390	<u>Administrative Correspondence Files</u>	1995 - 1998 ✓	1
392	<u>Campus Police Reports</u> (AKA Incident Reports)	1977 - 1979 ✓	.1 1.0
394	<u>Crime Statistics</u>	1990 - 1991 ✓	.1 1.0
395	Directive Memos (Officers Memo Log) REMOVE FROM LOCAL RECORDS COMMISSION RECORDS RETENTION LIST. Since 1990 these memos have been placed in <u>Item 410</u> [Roll Call Logs]	None	
396	<u>Dispatch Cards</u>	1994 - 1997 ✓	3
397	<u>Crime Summary Files</u> (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 ILLINOIS UNIFORM CRIME REPORT.	1992 - 1998 ✓	.1 1.0
399	<u>Injury Reports</u>	1989 - 1992 ✓	.1 1.0
400	<u>Key Request Forms</u>	1996 - 1998 ✓	1/4
402	<u>Lost and Found Reports</u>	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

"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 FEBRUARY 2000

Kevin King 2/29/00
Signature Date

KEVIN KING, SUPERVISOR OF
Please print name and title on the line above
PUBLIC SAFETY, HARPER College

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

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MAR 06 2000

LOC. REC. COMM.

COUNTY: COOK

FROM: Wm. Rainey Harper College
Agency Division

ADDRESS: 1200 West 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 original 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
405	<u>Parking Ticket Log</u> 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	.1/4
407	<u>Purchase Orders and Requisitions</u>	1992 - 1995	.1
408	<u>Radio Logs</u>	1995 - 1997	1/2
409	<u>Reports of Motor Vehicle Accidents</u> 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	.1
410	<u>Roll Call Logs</u>	1993 - 1997	.1
412	<u>Traffic Tickets</u> REMOVE FROM LOCAL RECORDS 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	<u>Vehicle Check Sheets</u>	1996 - 1997	.1
414	<u>Warning Tickets</u>	1995 - 1997	.1
	Direct all correspondence re request to: Office of Research Wm. Rainey Harper College 1200 West Algonquin Road Palatine, Illinois 60067		Disposition Approved

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I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after 29 FEBRUARY 2000.

Kevin King 2/29/00
Signature Date
KEVIN KING, SUPERVISOR OF
Please print name and title on the line above
PUBLIC SAFETY, HARPER COLLEGE

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93-12C

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

COUNTY: Cook

RECEIVED

AGENCY: Wm. Rainey Harper College

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.

32 SEP 05 2000

LOC. REC. COMM.

ADDRESS: 1200 West Algonquin Road

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

City, ZIP Code

TELEPHONE: (847) 925-6601

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE 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.
<p>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</p>			

"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 1, 2000

Suzanne Sons
Signature

9/1/00
Date

Suzanne Sons, Coordinator of Student

Please print name and title on the line above Records

(Signature required only if records have been microfilmed.)

LR-4 10

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93.12C

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

RECEIVED

COUNTY: Cook

39 SEP 18 2000

AGENCY: Harper College

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. REC. COMM.

ADDRESS: 1200 W Algonquin Rd
Palatine, IL 60067
City, ZIP Code
TELEPHONE: (847) 925-6541

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
613	Act Residual Tests	1993 ✓	.1
614	Assessment Test Reports	1996 ✓	3
615	CIEP Registration Records	1995 ✓	.2
617	Constitution test results	1995 ✓	.1
619	GED WIT records (Bosters + building)	1995 ✓	.1
621	Proficiency Exams + Advanced Placement Score Reports	1995 ✓	.2
627	Watson Glaser (Paralegal Studies) Test Results	1995 ✓	.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 of on or after

12/1/00

Tanya Bergman 9 Sept 00
Signature Date

TANYA BERGMAN

Please print name and title on the line above

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

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 original 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
313	Cash Register Tapes	7/97 - 6/98	✓ 7
314	Central Stores Transfers	7/97 - 6/98	✓ 3
315	Credit Card Slips	7/97 - 6/98	✓ 3
316	Daily Cash Reports (includ. Bonus Bucks)	7/97 - 6/98	✓ 6
320	Price Change Reports	7/97 - 6/98	✓ 1/4
321	Purchase Orders Paid (includ. Key/Ship)	7/97 - 6/98	✓ 6
322	Sales Journal Monthly	7/97 - 6/98	✓ 1/8
322	Purchase Journal Monthly	7/97 - 6/98	✓ 1/8
323	Refund Slips	7/97 - 6/98	✓ 1/8
324	Time Cards	7/97 - 6/98	✓ 1/4
310	Accts. Rec.	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

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OCT 21 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."

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
December 13, 2000

Richard Seiler 10/10/00
Signature Date

Richard Seiler Bookstore Manager

Please print name and title on the line above

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

COUNTY: 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

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.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
385	Miscellaneous Bids, specifications and proposals (successful and unsuccessful)	<i>thru</i> 1989	3 cf 44 in.
386 and 388	Purchase orders, requisitions, change orders and return forms	<i>June thru 1999</i>	37.40" 3 cf
<p>Disposition Approved</p> <p>RECEIVED APR 13 2001 LOCAL RECORDS COM.</p> <p>Direct all correspondence re this request to: Office of Research Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Il. 60067</p>			

"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 6/10/01.

Thea Keshavarzi (de) 4/11/01
Signature Date

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

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

COUNTY: 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

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.

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
<p>Disposition Approved</p> <p>RECEIVED APR 1 2001 LOC. Mgt. Section</p> <p>Direct all correspondence re request to: Office of Research Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Illinois 60067</p>			

"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 6/10/01.

Thea Keshavarzi (ds)
Signature

4/11/01
Date

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

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

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

APPLICATION #: 93-12C
COUNTY: Cook
AGENCY: Wm. Rainey Harper College
ADDRESS: 1200 W. Algonquin Rd.
Palatine, IL 60067-7398
TELEPHONE: (847) 925-6601

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.

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SEP 10 2001
LOC. REC. COMM.

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	✓ 1993-1994	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	✓ 1999-2000	4 cu. ft.
<p>Disposition Approved</p> <p>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</p> <p>RECEIVED SEP 10 2001 LOC. REC. COMM.</p>			

"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

Suzanne Sons
Signature

9/4/01
Date

Suzanne Sons, Coordinator of Student

Please print name and title on the line above Records
LR-4.10

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

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

APPLICATION #: 93.12 C
COUNTY: Cook
AGENCY: Harpur College
ADDRESS: 1200 W Algonquin Rd
Palatine, IL 60067
Street, P.O. Box
City, ZIP Code
TELEPHONE: (847) 925-6541

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.

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SEP 11 2001
LOC. REC. COMM.

13.0

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
613	Act Residual Tests	✓ 1994	.1
614	Assessment test results ISU " " "	✓ 1997, 1998, 1999 1999	.5
615	CIEP, NICET, CFP, med. office Asst CASO test results	✓ 1996	1.2
617	Constitution Test Results	✓ 1996	.1
619	GED - Rosters and Billing	✓ 1996	.1
621	Pediciency Exams + AP score Reports	✓ 1996	.2
623	Sign in sheets	Disposition Approved ✓ 1995-99	.5
627	Watson Glaser (Paralegal Studies) Test Results	✓ 1996	.1
626	Vocational Score Request Forms	✓ 1995-99	.5
625	TEC course Rosters	✓ 1995-99	4.0
628	Compare Daily Reports ADS Test cover sheets Proctor Exam " " ESL Referrals	✓ 1996 " " " "	1.1
644	Ability to Benefit Financial Aid Records	✓ 1996	.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 of on or after

1/1/02

Tanya Bergman 9/6/01
Signature Date

TANYA BERGMAN
Please print name and title on the line above
Testing Manager

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:120

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

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

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JAN 18 2002

LOC. REC. COMM.

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.

139

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
402	LOST AND FOUND REPORTS	✓ 1998-1999	.1
400	KEY REQUEST FORMS	✓ 1999-2000	.1
399	INJURY REPORTS	✓ 1993	.1
409	ILLINOIS TRAFFIC CRASH REPORT	✓ 1990-1992	3
408	RADIO LOGS	✓ 1998-1999	.1
410	ROLL CALL LOGS	✓ 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 THESE CHECK SHEETS. REMOVE FROM LOCAL RECORDS COMMISSION RECORDS RETENTION <i>list.</i>	1998-2000- 1999	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 of on or after MARCH 15, 2002

Michael B. Alsop 1-4-2002
Signature Date

• Michael B. Alsop, Supervisor of Public
Please print name and title on the line above Safety

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

COUNTY: Cook

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

Directions:

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3. Retain records until approved copy is returned.

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FEB 20 2002

LOC. REC. COMM.

(65)

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
385	Miscellaneous bids, specifications and proposals (successful and unsuccessful)	<i>✓ 1990</i>	<i>43 in.</i>
386 and 388	Purchase orders, requisitions, change orders and return forms	<i>✓ 1999</i>	<i>3 1/2 cb</i> <i>56 in.</i> <i>3 cf</i>
<p><i>Disposition Approved</i></p> <p>Direct all correspondence re request to:</p> <p>Office of Research Wm. Rainey Harper College 1200 W Algonquin Rd Palatine IL 60067</p>			

"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.

Thea Keshavarzi
Signature

Date

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.)

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

COUNTY: COOK

FROM: WM. RAINEY HARPER COLLEGE
Agency Division

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

PALATINE, ILL. 60067
City, ZIP Code

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.

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APR 09 2002

LOC. REC. COMM.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
310	Accounts Receivable	✓ 3/87 - 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	✓ 7/98 - 6/99	2
315	Credit Card Slips	✓ 7/92 - 6/95	4.5
316	Daily Cash Reports	✓ 7/97 - 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	1/98 - 12/99	1
N/A	Paid Protested Items (bad checks)	7/91 - 6/93	1
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 4/15/02 6-3-92

Signature: Richard R. Sailer Date: 4/3/02
RICHARD R. SAILER

(Signature required only if records have been microfilmed.)

Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

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.

9.0
RECEIVED
APR 25 2002
LOC. REC. COMM.

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
TELEPHONE: (847) 925-6000

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	✓ 1996 and prior	.5
226	Student Health Records	✓ 1996 and prior	8.0
<p style="text-align: center;">Disposition Approved</p> <p>Note: Direct all correspondence to: Office of Research, OFC/RES Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Illinois 60067</p>			

"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 6/24/02

Dequik 4/4/02
Signature Date
Director, Health and Psychological Services

(Signature required only if records have been microfilmed.)

Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

COUNTY: 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

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.

RECEIVED
JUN 28 2002

LOC. REC. COMM.
22.5

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
378	Applications for Employment (15 boxes)	July 1999 - July 2000	22.5
<p>Note: Direct all correspondence to:</p> <p>Office of Research, OFC/RES Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Illinois 60067</p>			

**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 2002 8/24/02

L.M. Bielawa 6-24-02
Signature Date

HARRY M. BIELAWA, DIRECTOR OF
Please print name and title on the line above

HUMAN RESOURCES LR-4 10

RECORDS DISPOSAL CERTIFICATE

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

Directions:

1. Prepare two (2) copies.
2. Send original to Local Records Commission sixty (60) days prior to disposal date.
3. Retain second copy for your file.

COUNTY: Cook

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SEP 17 2001

LOC. REC. COMM.

FROM:

Harper College

Agency Division

ADDRESS:

1200 W. Algonquin Rd

Street, P.O. Box

Palatine IL 60067

City, Zip Code

TELEPHONE:

AG 847, 925, 6541

AGENCY

APPLICATION NO.

93.12 C

CUBIC FEET TO BE DISPOSED	APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES
6.3 .1	613	ACT Residual Tests	✓ 1995, 6, 7
.3	614	Assessment Test Results	✓ 2000
< .1	614	Illinois State Ass. Test Results	✓ 2000
10.1	615	CLEP, NICET, CFP, MOA CARS test results	Disposition Approved ✓ 1997
.1	617	Constitution Test results	✓ 1997
.2	619	GED - posters and billing	✓ 1997
.2	621	Proficiency Exams + AP scores + Reports (including C.I.S.)	✓ 1997
.2	623	Sign. In sheets	✓ 2000
< .1	627	Watson Glaser (P.S) test results	✓ 1997
.2	626	Vocational Score Request Forms	✓ 2000
.3	625	TELEcourse Posters	✓ 2000
1.2	628	Compro Daily Reports AQS TEST Case sheets Preactor, Make-up, ESL Referrals, Waivers - Admin files	✓ 1997
> .1	644	Ability to Benefit Financial Aid Reports	✓ 1997

"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

1/1/03

Signature

Date

(Signature required only if records have been microfilmed.)

Tanya Bergman
Please print name and title on the line above

Testing Manager

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

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SEP 20 2002

LOC. REC. COMM.

32.0

COUNTY: 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

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.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
600	Add, Drop, Withdrawal Forms	2000-2001 <i>7-2001</i>	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	1998-1999	8 cu. ft.
609	Registration Forms (Student Scheduling)	2000-2001	10 cu. ft.
610	Residency Certifications	2000-2001	3 cu. ft.
612	Transcript Requests	2000-2001	4 cu. ft.
<p style="text-align: center;">Disposition Approved</p>			
<p>Note: Direct all correspondence to: Office of Research, OFC/RES Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Illinois 60067</p>			

"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, 2002

Suzanne Sons 9/13/02
Signature Date

Suzanne Sons, Coordinator of Student
Please print name and title on the line above Records

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

COUNTY: COOK

FROM: WILLIAM RAINEY HARPER COLLEGE
Agency Division

ADDRESS: 1200 WEST ALGONQUIN RD
Street, P.O. Box

PALATINE, IL 60194
City, Zip Code

TELEPHONE: (847) 925-6245

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.

RECEIVED

APR 07 2003

LOC. REC. COMM.

329.0

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 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

3/31/03 S-31-03

3/31/03

Signature

Date

Judith Thorson UP Administrative Services

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

Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

COUNTY: COOK

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

FROM: WILLIAM RAINY HARPER COLLEGE
Agency Division

ADDRESS: 1200 WEST ALGONQUIN RD
Street, P.O. Box
PALATINE, IL 60194
City, Zip Code

TELEPHONE: (847) 925-6245

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MAY 13 2003

LOC. REC. COMM.

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 REPORTS (EMPLOYEES CONTRIBUTION REPORT)	✓ FY96	1
<p>Disposition Approved</p> <p>Disposition Approved</p>			

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

7/01/03

3/31/03

Signature

Date

Judith Thorson VP Administrative Services

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

Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

RECEIVED

MAY 13 2003

LOC. REC. COMM.

COUNTY: COOK

FROM: WILLIAM RAINY HARPER COLLEGE
Agency Division

ADDRESS: 1200 WEST ALGONQUIN 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
310	Accounts Receivable	✓ 89-95	3
314	Central Stores Transfers	✓ 90-95	10
332	Auxiliary Summaries (Cafeteria and Bookstore)	✓ 86-95	30
333	Bank & Cash Reconciliation, Cash Receipts Summary, Bank Statements, Deposit Slips	✓ 86-95	30
334	Batch Reports	✓ 91-00	10
348	County Collector: Tax Distribution & Tabulation	✓ 89-95	1.5
350	Daily Cash Reports	✓ 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 IL-941's	✓ 82-95	6
345	Check Register (Payroll)	✓ 86-95	14
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

July 1st, 2003

x

Signature

Date

Judith H. Thorson

Please print name and title on the line above

UP Administrative Services

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

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

COUNTY: 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

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JUN 26 2003

LOC. REC. COMM.

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.

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

"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 8/01/03

Signature: [Signature] Date: 6/16/03
Director, Health and Psychological Services
Please print name and title on the line above

(Signature, required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

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SEP 16 2003

LOC. REC. COMM.

COUNTY: Cook

FROM: Wm. Rainey Harper College
Agency Division

ADDRESS: 1200 W. Algonquin Rd

Palatine 60067

City, ZIP Code

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.

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 and 388	← [Purchase orders, requisitions, change orders and return forms]	✓ 2000	48 in.
<p style="text-align: center;">Disposition Approved</p> <p>Direct all correspondence re request to:</p> <p>Office of Research Wm. Rainey Harper College 1200 W Algonquin Rd Palatine IL 60067</p>			

"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 11-14-03

Thea Keshavarzi 9-11-03
Signature Date

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

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

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

32500
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NOV 24 2003

LOC. REC. COMM.

APPLICATION #: 93:12C

COUNTY: COOK

FROM: Wm. Rainey Harper College
Agency Division

ADDRESS: 1200 West 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 original 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
377	3 boxes of Absentee Reports	Pre-1985 ✓	4.5
378	10 boxes of Applicant Files	Pre-1985 ✓	20
379	4 boxes of Insurance Files	Pre-1995 ✓	8.0
<p>Disposition Approved</p>			
<p>X Direct all correspondence re request to: Office of Research Wm. Rainey Harper College 1200 West Algonquin Road Palatine, Illinois 60067</p>			

"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.

Lisa Tompkins
Signature

11/19/03
Date

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

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

21,000

COUNTY: COOK

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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

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.

JAN 23 2004

LOC. REC. COMM.

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 ✓	4.0
226	Student Health Records	1998 and prior ✓	15.5
<p>Note: Direct all correspondence to: Office of Research, OFC/RES Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Illinois 60067</p> <p style="text-align: right;">Disposition Approved</p>			

"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 03/01/04

Director, Health and Psychological Services

(Signature required only if records have been microfilmed.)

Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

APPLICATION #:

93:12C

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

RECEIVED

COUNTY:

Cook

AGENCY:

Harper College

FEB 27 2004

ADDRESS:

1200 W. Algonquin Rd.

Street, P.O. Box

Palatine, IL 60067

City, ZIP Code

TELEPHONE:

(847) 925-6541

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. REC. COMM.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
613	Act Residual Tests	1998 ✓	
614	Assessment test Results (green)	2001 ✓	
614	Illinois State Test Results	2001 ✓	
615	CIEP, Nicet, CFP, MOA test result Nuesina, DFM	1998 ✓	
617	Constitution Test Results	1998 ✓	
619	GED - results & billing	1998 ✓	
621	Pregnancy Exams, AP Scores & Reports (including cis)	1998 ✓	
623	Sign in Sheets	2001 ✓	
627	Watson Glass (PLS) test results	1998 ✓	
626	Vocational Score Request Forms	2001 ✓	
625	Telecare Rosters	2001 ✓	
628	Camparo Daily Reports ADS test cover sheets Proctor, Make-up, ESL referrals waivers	1998 ✓	
644	Ability to benefit Financial Aid Reports	1998 ✓	
			7.60

"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

05/01/2004

4-23-04 Tanna Beegman 2/23/04
Signature Date
Tanna Beegman Testing Manager

(Signature required only if records have been microfilmed.)

Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

107-5004

APPLICATION #: 93:12C

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

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APR 02 2004

COUNTY: COOK

FROM: WM. RAINEY HARPER COLLEGE
Agency Division

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

PALATINE, ILL. 60067
City, ZIP Code

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.

LOC. REC. COMM.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
310	Accounts Receivable	7/95-6/96 ✓	7.5
313	Cash Register Tapes	7/00-1/02 ✓	10
314	Central Stores Transfers	7/99-6/01 ✓	7.5
315	Credit Card Slips	7/95-12/96 ✓	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
<p style="text-align: center;">Disposal Approved</p> <p>Please direct all correspondence to: Office of Research, OFC/RES</p>			

"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

MAY 24, 2004

Signature: Richard R. Seiler Date: 3/24/04
RICHARD R. SEILER
Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

COUNTY: Cook

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:

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.

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MAY 06 2004

LOC. REC. COMM.

183.20CF

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
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 July 1st, 2004

Judith Thorsen 5/6/04
Signature Date

Judith Thorsen VP Administrative Services

Please print name and title on the line above

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

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

COUNTY: COOK

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FROM: WM. RAINEY HARPER COLLEGE

Agency Division

JUL 20 2004

ADDRESS: 1200 W. ALGONQUIN ROAD

Street, P.O. Box

LOC. REC. COMM.

PALATINE, ILL. 60067

City, ZIP Code

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

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
318	FINANCIAL REPORTS	7/2000 - 6/2002 ✓	1.5
322	SALES JOURNALS (MONTHLY)	7/2000 - 6/2002 ✓	1.0
319	INVENTORIES	1989 - 2001 ✓	2.5
<p style="text-align: center;">Disposition Approved</p> <p>Please direct all correspondence to: Office of Research, OFC/RES</p>			

"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 8/4/04

Richard R. Seiler 7/8/04
Signature Date

RICHARD R. SEILER

Please print name and title on the line above

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

APPLICATION #:

93:12C

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

RECEIVED

COUNTY:

Cook

AGENCY:

Harper College

ADDRESS:

1200 W. Argonne Ave.

Street, P.O. Box

City, ZIP Code

TELEPHONE:

(847) 925-6541

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. REC. COMM.

APPLICATION ITEM NO.	RECORD SERIES	Disposition Approved	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
613	Act. Residual Tests		1999 ✓	NEg
614	Assessment test Results (green)		2002 ✓	1 cu. ft.
614	Illinois State Test Results		2002 ✓	.5
615	CEP, Milet, CFP, WDA test results Nuesina, DFM		1999 ✓	1
617	Constitution Test Results		1999 ✓	.5
619	GED - results & billing		1999 ✓	.5
621	Preparatory Exams, AP Scores & Reports (including CIS)		1999 ✓	.75
623	Sign in Sheets		2001 ✓	.5
627	Worson Glass (PLS) test results		1999 ✓	NEg
626	Vocational Service Request Forms		2002 ✓	.5
625	Telecourse Rosters		2002 ✓	.5
628	Completed Daily Reports ADE test cover sheets Directa, Make-up, Est. Reports Writers		1999 ✓ " "	.5 " "
644	Ability to benefit Financial Aid Reports		1999 ✓	NEg

"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

Jan 1, 2005

Tanya Beraman 11/10/04

Signature

Date

TANYA BERAMAN Test MGR

Please print name and title on the line above

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

DEC 29 2004

COUNTY: Cook

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

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.

88cf RECEIVED

JAN 07 2005

LOC. REC. COM.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	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
<p style="text-align: center;">Disposition Approved</p> <p>Direct all correspondence re request to:</p> <p>Office of Research Wm. Rainey Harper College 1200 W Algonquin Rd Palatine IL 60067</p>			

"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 1-31-05.

Thea Keshavarzi 12-17-04
Signature Date

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

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

COUNTY: Cook County - Palatine

FROM: Wm. Rainey Harper College
Agency Division

RECEIVED

FEB 28 2005

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

LOC. REC. COMM.

Palatine, IL 60067
City, Zip Code

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.

TELEPHONE: (847) 925-6000

1.8 cft

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 cft
387	Disposal of Property forms.	1997-2000	.1 cft
389	Surplus property sale records. (7 year retention)	4/1998 only 1996-2002	.1 cft
Direct all correspondence re request to Office of Research Wm. Rainey Harper College 1200 W. Algonguin 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 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 April 29, 2005.

Thea Keshavarzi 2/21/05
Signature Date

Thea Keshavarzi, Director of

Please print name and title on the line above Purchasing

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

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

RECEIVED

APR 12 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.
2. Sign and send certificate to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

20.5 cf

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
204	Census sheets (daily) - Health Service	1999 and prior	1.5
2172	Employee Health Files	1999 and prior	4.0
226	Student Health Records	1999 and prior	15.0
<p>Disposition Approved</p>			
<p>Note: Directe all correspondence to:</p> <p>Office of Research, OFC/RES Harper College 1200 W. Algonquin Road Palatine, IL 60067-7398</p>			

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 June 1, 2005

Signature

Date

Director, Health and Psychological Services

Please print name and title on the line above

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

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93.12.C

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

RECEIVED

OCT 21 2005

COUNTY: Cook

FROM: Harper College
Agency Division

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

Palatine, IL 60067-7398
City, ZIP Code

TELEPHONE: (847) 925-6541

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
613	Act Residual Tests	2000 ✓	neg
614	Assessment Test Results (green)	2003 ✓	1.2 cu ft
	Illinois State Test Results	2003 ✓	.5 "
615	CIEP, NICET, MOA Nursing, Dental Hygiene Test Results	2000 ✓	1.1 "
617	Constitution test Results	2000 ✓	.5 "
619	GED - Records & Billing	2000 ✓	.5 "
621	Proficiency Exams, AP scores + reports (including cis)	2000 ✓	.75
623	Sign in sheets	2002 ✓	.5
625	distance learning info sheets	2003 ✓	1.0
	competency forms for math	2001 ✓	
	ESL gold release forms	2001 ✓	
	Telecourse posters	2003 ✓	
627	Watson-Gardner (PLS) test results	2000 ✓	neg
626	Vocational Score Request Forms	2003 ✓	.5
628	Campus Daily Reports	2000 ✓	.75
	ADs test cover sheets, Proctor, Make-up, ESL regmas		
	waivers		
644	Ability to benefit Financial Aid	2000 ✓	neg.
	Reports		
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

Jan 1, 2006

7.6.05

Tanya Beaman
Signature Date

Please print name and title on the line above

Sc

(Rev. 2/04)

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

www.sos.state.il.us/depts/archives/recman.html

RECORDS DISPOSAL CERTIFICATE

RECEIVED

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

DEC 22 2005

LOC. REC. COMM.

APPLICATION #: 93:12C

COUNTY: Cook

FROM: Wm. Rainey Harper College

Agency Division

ADDRESS: 1200 W. Algonquin Rd

Street, P.O. Box

Palatine 60067-2398

City, ZIP Code

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.

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
	<p>29 in</p> <p>11 in</p> <p>12</p>		
<p>Direct all correspondence re request to:</p> <p>Office of Research Wm. Rainey Harper College 1200 W Algonquin Rd Palatine IL 60067</p>			
		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 2-28-06

Thea Keshavarzi 12/4/05
Signature Date

(Signature required only if records have been microfilmed.)

81 cf

Thea Keshavarzi, Director of Purchasing
and Risk Management

SC

RECORDS DISPOSAL CERTIFICATE

APPLICATION #:

93: 0/2C

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

COUNTY: COOK

FROM: Wm. Rainery
HARPER COLLEGE

Agency Division

ADDRESS: 1200 W ALGONQUIN RD

Street, P.O. Box

PALATINE, IL 60067

City, Zip Code

TELEPHONE: (847) 925-6000

RECEIVED

AUG 04 2006

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.

OG. REG. CO.

APPLICATION ITEM NO.	RECORDS SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
346	NSF Receipt Books	FY98 ✓	
323	Refunds	12/01-11/02 ✓	
346	Bad Debt	97-98 ✓	
344	Chargebacks	FY99 ✓	
345 ^{74x} _{retent}	Account Within (Check Register?)	7/00-6/02	
345	PAR Reports (Check Register)	7/97-6/98 ✓	
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	EMSTL)	FY99 ✓	
356	IVG/ING/MIA/POW (Grant Records)	96-00 ✓	
345	PAR Reports Check Register (Payroll)	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	Bookstore/Central Stores Summary → Sales tax report	FY98/99 ✓	
346 333	Bank Deposit Tickets	FY99-00 ✓	
323	Tuition Refund/Check Register	FY96-99 ✓	
315	Visa/Discover	FY98-99 ✓	
355	Fund Transfer, Coresource - General Ledger & Journal	FY98 ✓	
356	Grant Files	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 certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after

10/1/06

cf

sc

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

Signature

Date

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.)

RECEIVED

AUG 04 2006

LOG REC CO

Disposition
Approved

RECORDS DISPOSAL CERTIFICATE

APPLICATION #:

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

COUNTY: COOK

FROM: HARPER COLLEGE

Agency Division

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

PALATINE, IL 60067

Citv. 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.

RECEIVED

AUG 04 2006

COOK COUNTY

APPLICATION ITEM NO.	RECORDS SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
345	Check Registers	7/98-6/99 ✓	
334	Student Interface Batches	FY02 ✓	
333	Bank Statements	FY98-99 ✓	
376	Unit Cost	FY98-99 ✓	
361	Investment Maturities	FY99 ✓	
310	Book Vouchers - Accounts Receivable	FY97-98 ✓	
356	Grants Federal & ICCB	FY96-98 ✓	
326	Expenditures (7 year retention)	FY01	
362	Journal Entries	FY98-99 ✓	
334	Daily Batches Report	FY02-03 ✓	

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

10/1/06

Signature

Date

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.)

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93.12.C

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

RECEIVED

JAN 30 2007

COUNTY: Cook

FROM: Harper College
Agency Division

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

Palatine, IL 60067-2398
City, ZIP Code

TELEPHONE: (847) 925-6541

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.

LOC REC. COMM.

APPLICATION ITEM NO.	RECORD SERIES	Disposition Approved	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
613	Act Residual		2001✓	negligible
614	Assessment Test Results (greens)		2004✓	1.4
	Dwight State/Western Results		2004✓	.5
615	CLEP, Nicet, MORA, NLN (PSB) Test Results		2001✓	1.1
617	Constitution TEST RESULTS		2001✓	.5
619	GED - Roster + Billing		2001✓	.5
621	Proficiency Exams (incl. CIS) AP Scores + Reports		2001✓	.75
623	Sign in Sheets		2003✓	.75
625	distance learning info sheets		2004✓	1.0
	Competency forms for math		2002	
	ESL gold release forms		2002	
	Telecourse Results, receipts, Proctored.		2004	
627	PLS (Walsar Glaser) test results		2001✓	negligible
626	Vocational Score Request Forms		2004✓	.5
628	campus Daily Reports ADS test cover sheets Make-up ESL Referrals Waivers		2001✓	1.0
644	A+B Financial Aid Reports		2001✓	neg

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

Jan 19 2007 3/10/07

Tanya Bergman 1/10/07
Signature Date

TANYA BERGMAN
Please print name and title on the line above

Testing Manager

7.55
cf

RECORDS DISPOSAL CERTIFICATE

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

RECORDED

JUN 04 2007

APPLICATION #: 93:012C

COUNTY: Cook

FROM: Wm Ramey Harper College

ADDRESS: 1200 W. Algonquin Rd
Agency Division
Street, P.O. Box
Palatine, IL 60067-7398
City, ZIP Code

TELEPHONE: (847) 925-6000 (in our database)

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.

LOC. REC. COMM.

**Disposition
Approved**

CONTACT: _____

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
601	Admission Documents for Applicants Who Do Enter.	Documents for those whose last date of attendance is prior to Spring 2002.	100.5

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

7/31/07

Matthew E. McLaughlin 5/31/2007
Signature Date

MATTHEW MCLAUGHLIN, Manager of Admissions
Print Name and Title on line above

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

Prepared by: MATTHEW MCLAUGHLIN

Sc

Wrong Form

**STATE OF ILLINOIS
RECORDS DISPOSAL CERTIFICATE**

Cook

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

93:12C

To:

*RECEIVED
JUN 6 8 2007
LOG. REC. COMM.*
Office of the Secretary of State
State Records Commission
Illinois State Archives
Springfield, IL 62756

From:

Harper College

Agency

Division, Bureau, Section

1200 W Algonquin Rd Palatine, IL 60067 - 7398

Address

ITEM NUMBER
ON
APPLICATION

TITLE OF RECORD SERIES
ON APPLICATION

INCLUSIVE
DATES
OF RECORD

CUBIC FEET
TO BE
DESTROYED

326

Accounts Payable Records

FY97-99 ✓

108

365

Payroll Information

FY98-00 ✓

18

355

General Ledgers and Journal Sheets

FY98-00 ✓

18

345

Check Register (Payroll)

FY98-00 ✓

14

**Disposition
Approved**

*please use correct form
for future disposal requests*

DIRECTIONS

1. 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.
2. 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 8/6/07

Jammy J. Rust
Signature

4/27/07
Date

Controller
Title

APPROVED:

Chairman, State Records Commission
Director, Illinois State Archives

Date

158 cf

Sc

LONG FORM

**STATE OF ILLINOIS
RECORDS DISPOSAL CERTIFICATE**

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

93:12C

To:

*Office of the Secretary of State
State Records Commission JUN 11 2007
Illinois State Archives
Springfield, IL 62756*

From: *Harper College*

Accounting Services

Agency

Division, Bureau, Section

1200 W Algonquin Rd. Palatine, IL 60067

Address

*- Payroll
- 7398*

ITEM NUMBER
ON
APPLICATION

TITLE OF RECORD SERIES
ON APPLICATION

INCLUSIVE
DATES
OF RECORD

CUBIC FEET
TO BE
DESTROYED

375 Tuition Billing and Student Fee (Third Party)
374 Student Tuition Receipts
355/335 Bids, Specifications, and Proposals
345 Check Register
334 Batch Reports
329 Applications for Student/Emergency Loans
356 Grant Records
355 General Ledger and Journal Sheets (p/r)
372 State University Retirement System Reports (emp. cont.)
333 Bank and Cash Reconciliation, Cash Receipts Summary,
Bank Statements, and Deposit Slips
371 State and Federal Tax Statements and Reports (941/1098T)
310 Accounts Receivable (for students receiving financial aid)
337 Budget Reports
362 Journal Entries
326 Accounts Payable Records
376 Unit Cost Study Records
366 Payroll Time Sheets
371 State and Federal Tax Statements and Reports (W2)

**Disposition
Approved**

FY00 ✓ 1.5
FY99-00 ✓ 13.5
8/96-11/96 ✓ 1.5
FY00 ✓ 4.5
FY00 ✓ 3.0
FY00 ✓ 3.0
FY99-00 ✓ 6.0
FY00 ✓ 4.5
FY00 ✓ 1.5
FY00 ✓ 6.0
FY00 ✓ 3.0
FY00 ✓ 3.0
FY00 ✓ 1.5
FY00 ✓ 3.0
FY00 ✓ 30.0
FY00 ✓ 1.5
FY05 ✓ 3.0
1986-2000 ✓ 21.0

DIRECTIONS

1. 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.
2. 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* *8/6/07*.

Signature

Date

Title

APPROVED:

Chairman, State Records Commission
Director, Illinois State Archives

Date

111 CF

SC

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

RECEIVED

JUL 19 2007

COUNTY: Cook

FROM: Wm. Rainey Harper College
Agency Division

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

Palatine, Illinois 60067
City, ZIP Code 7398

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

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
237	PATIENT RECORDS FROM 1998-2001 - CARDIAC REHABILITATION Disposition Approved	1998-2001 ✓	3 CU. FT.
<p>Direct all correspondence re request to:</p> <p>Office of Research Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Illinois 60067</p>			

"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 9-16-07

Laura A. Benson 7-16-07
Signature Date
LAURA BENSON - PROGRAM MANAGER
Please print name and title on the line above

(Signature required only if records have been microfilmed.)

3 of

56

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

RECEIVED

JUL 19 2007

COUNTY: Cook

FROM: Wm. Rainey Harper College
Agency Division

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

Palatine, Illinois 60067
City, ZIP Code

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

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
231	PATIENT RECORDS - CARDIAC REHABILITATION Disposition Approved	1998 - 2001 ✓	3 CU FT
<p>Direct all correspondence re request to:</p> <p>Office of Research Wm. Rainey Harper College 1200 W. Algonquin Road Palatine, Illinois 60067</p>			

"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 9-16-07

Laura A. Benson 7-16-07
Signature Date

LAURA BENSON - PROGRAM MANAGER
Please print name and title on the line above

(Signature required only if records have been microfilmed.)

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93.12.C

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

RECEIVED

JAN 10 2000

COUNTY: Cook

FROM: Harper College
Agency Division

ADDRESS: 1200 W. Algonquin Rd
Street, P.O. Box
Palatine, IL 60067-7398
City, ZIP Code

TELEPHONE: (847) 925-6541

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.

LOC. REC. COMM.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
613	Act Residual	2002 ✓	
614	Assessment Test Results (greens)	2005 ✓	
	Dwight State / Western Results	2005 ✓	
615	CIEP, Nicet, VNOR, Test Results	2002 ✓	
617	Constitution TEST RESULTS	2002 ✓	
618	NLN test results + results (used for Dry Nur Etc)	2002 ✓	
619	GED - Eastern + Billing	2002 ✓	
621	Proficiency Exams (Ind. Cis) AP Scores + Reports	2002 ✓	
623	Sign in Sheets	2004 ✓	
625	distance learning info sheets	2005 ✓	
	Competency forms for math	2003 ✓	
	ESL old release forms	2003 ✓	
	Texasuse Results	2005 ✓	
627	PLS (Walsan Glaser) test results	2002 ✓	
626	Vocational Score Request Forms	2005 ✓	
628	campus Daily Reports ADS test cover sheets Make-up ESL Reports Waivers	2002 ✓	
644	A+B Financial aid Reports	2002 ✓	

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

Feb 1, 2008

Tanya Bergman 1/4/08
Signature Date

TANYA BERGMAN
Please print name and title on the line above

TESTING MANAGER (Sc)

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

COUNTY: Cook

FROM: Wm. Rainey Harper College
Agency Division

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

Palatine, Illinois 60067 - 7398
City, Zip Code

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.

RECEIVED

MAY 01 2008

LOC. REC. COMM.

*Disposition
Approved*

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
333	BANK AND CASH RECONCILIATION, CASH RECEIPTS SUMMARY, BANK STATEMENTS, AND DEPOSIT SLIPS	1973 - JUNE 2001 ✓	21

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

Nancy Savard 4/28/08
Signature Date

Nancy Savard - Logistics Supervisor

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

Please print name and title on the line above

21 cf

SC

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

RECEIVED

MAY 16 2008

LOC. REC. COMM.COUNTY: CookFROM: Wm. Rainey Harper College
Agency DivisionADDRESS: 1200 W Algonquin Rd
Street, P.O. BoxPalatine, Illinois 60067
City, Zip CodeTELEPHONE: (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.

**Disposition
Approved**

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 ✓	8

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

Nancy Savard 5/12/08
Signature Date

Nancy Savard - Logistics Supervisor

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

Please print name and title on the line above

16 of

SC

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

COUNTY: Cook

FROM: Wm. Rainey Harper College
Agency Division

RECEIVED

Directions:

MAY 19 2008

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

Palatine, Illinois 60067 -7398
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.
3. Retain records until approved copy is returned.

LOC. REC. COMM.

TELEPHONE: (847) 925-6912

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
614	Assessment Test Reports Disposition Approved	1995 - 2000 ✓	13.50

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

Nancy Savard 5/14/08
Signature Date

Nancy Savard - Logistics Supervisor

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

Please print name and title on the line above

13.5 cf

SC

RECORDS DISPOSAL CERTIFICATE

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

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: 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.

MAY 2, 2008

LCG REC. COMM.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
326	Accounts Payable	FY01 ✓	45.20
334	Batch Reports	FY05 ✓	12.0
333	Bank Statements	FY01 ✓	7.80
362	Journal Entries	FY01 ✓	6.0
355	General Ledgers and Journal Sheets (p/r)	FY01 ✓	7.2
374	Student Tuition Receipts	FY01 ✓	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

**Disposition
Approved**

32.7

5.4

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

7/31/08

Tammy J. Rust
Signature

5/16/08
Date

Tammy J. Rust Asst VP Admin Svcs

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

Please print name and title on the line above

149.9 cf

LR-211

Re

RECORDS DISPOSAL CERTIFICATE

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

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:

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.

RECEIVED

AUG 04 2008

LOCAL RECORDS COMMISSION

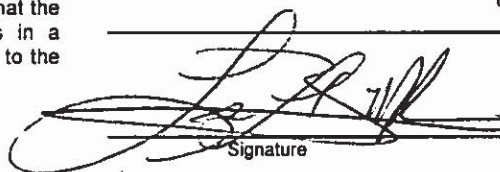
APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
X 624.	EDUCATIONAL Planning Records 1 Box = 18" L x 12 1/4" HT x 12" W 1 Box = 17" L x 9" HT x 13 1/2" W	9901-9906 (May 1999 - May 2000) 9901-9906 (May 1999 - May 2000)	
X 623.	STUDENT IN-TAKE FORMS 1 Box 17" L x 9" HT x 11 1/2" W	2007-2007	

Disposition
Approved

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

9-26-08


Signature

7-28-08
Date

Laura L. LaBauve-Maher, Assoc. Dir.
Please print name and title on the line above

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

Student Development
SC

RECORDS DISPOSAL CERTIFICATE

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

APPLICATION # 93:12C

COUNTY: Cook

FROM: Harper College
(Agency Division)

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

Palatine, IL 60067 - 7398
(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.

SEP 2 2008

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			

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

October 31, 2008

Laura R Crane
Signature

8/27/2008
Date

Laura R Crane, Director, Office of Research

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

Please print name and title on the line above

LR-4.11

19.0 cf

Sc

RECORDS DISPOSAL CERTIFICATE

APPLICATION # 93:12C

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

RECEIVED

COUNTY: Cook

SEP 18 2008

FROM: Harper College
(Agency Division)

(Payroll)

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.

100 YEARS OF ILLINOIS

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

Palatine, IL 60067 - 7398
(City, Zip Code)

TELEPHONE: 847-925-6858

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	Scholarships/Financial Aid Files	FY04 ✓	16.5

**Disposition
Approved**

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

9/15/08

Tammy J. Rust *9-15-08*
Signature Date
TAMMY J. RUST

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

Please print name and title on the line above

LR-4.11

31.5 cf

50

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93:12C

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

COUNTY: Cook

FROM: Wm. Rainey Harper College
Agency Division

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

Palatine, Illinois 60067 - 7398
City, Zip Code

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
610	Residency Certifications	1997-July 31, 2007	18 cu ft

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

Nancy Savard 9/24/08
Signature Date

Nancy Savard - Logistics Supervisor

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

Please print name and title on the line above

18 cf

SC

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 93.12.C

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

COUNTY: Cook

FROM: Harpur College
Agency Division

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

Palatine, IL 60067-7398
City, ZIP Code

TELEPHONE: (847) 925-6541

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.

NOV 05 2008

APPLICATION ITEM NO.	RECORD SERIES	Disposition	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
613	Assessment Test Results (greens)	Approved	2006✓	
614	Dwight State/Western Results			
615	CLEP, Nicer, VNOR, NLN (PSB) Test Results		2003✓	
617	Constitution TEST Results (GED + Harpur)		2003✓	
619	GED - Eastern + Billing		2003✓	
621	Proficiency Exams (Ind. Cis) AP Scores + Reports		2003✓	
623	Sign in Sheets		2005✓	
625	distance learning info sheets		2006✓	
	Competency forms for math		2004✓	
	TELEPHONE RECORDS		2006✓	
627	PLS (Walsan Glaser) test results		2003✓	
626	Vocational Score Request Forms		2005✓	
628	Campus Daily Reports ADS bot cover sheets Make-up ESL Equivalents Waivers		2003✓	
644	A+B Financial Aid Reports		2003✓	

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Jan 1, 2009

Tanya Beraman 1 Nov 08
Signature Date

TANYA BERAMAN Testing Mgr
Please print name and title on the line above

(Sc) (A148) (Sc)