

DOCUMENT
TYPE

APPLICATION

FILE NUMBER

81:286

COUNTY

DU PAGE

CITY/TOWNSHIP

Glen Ellyn

OFFICE

College of DuPage

Doc Part #

001

Superseded by 12:157
(in part)

STATE OF ILLINOIS
LOCAL RECORDS COMMISSION

APPLICATION NO. 81-286
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APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

COUNTY DuPage	CITY OR TOWN Glen Ellyn
AGENCY College of DuPage	
DIVISION	

LOCAL RECORDS COMMISSION
STATE ARCHIVES BUILDING
SPRINGFIELD, ILLINOIS 62706

Robert E. Aubrey
LOCAL RECORDS COMMISSION APPROVAL:

Chairman of Local Records Commission

William L. Decker
CHAIRMAN
Supervisor of Records Management Section

JUN 2
DATE 1981

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

Kenneth J. Kolbet 5/26/81
HEAD OF AGENCY DATE

Kenneth J. Kolbet, Vice President - Adm. Affairs

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

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

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

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

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16.	<p>PROPOSED UNITS OF INSTRUCTION (FORM 19)</p> <p>Dates: 1967 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently. Resubmit under microfilm application.</p> <p>DEVELOPMENTAL LEARNING LAB</p>	<p><i>Disposition Not Approved</i></p>
17.	<p>DEVELOPMENTAL LEARNING LABORATORY - STUDENT RECORDS</p> <p>Dates: 1975 - Volume: 40 cu. ft. Annual Accumulation: 2 1/2 cu. ft. Arrangement: Chronological & Alphabetical</p> <p>Recommendation: Retain 5 years after graduation or date of last attendance and destroy if audited.*</p>	<p><i>Disposition Approved</i></p>
18.	<p>DEVELOPMENTAL LEARNING LABORATORY - PERMANENT RECORD</p> <p>Dates: 1965 - Volume: 25 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological & Alphabetical</p> <p>Recommendation: Retain permanently. Resubmit under microfilm application.</p> <p>CAMPUS SERVICE</p>	<p><i>Disposition Not Approved</i></p>
19.	<p>BLUEPRINTS & SPECIFICATIONS</p> <p>Dates: 1967 - Volume: 20 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological & Numerical</p> <p>Recommendation: Retain permanently. Resubmit under microfilm application.</p>	<p><i>Disposition Not Approved</i></p>
20.	<p>CHANGE ORDER</p> <p>Dates: 1967 - Volume: 10 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological & Numerical</p> <p>Recommendation: Retain permanently. Resubmit under microfilm application.</p> <p>PUBLIC INFORMATION</p>	<p><i>Disposition Not Approved</i></p>
21.	<p>BUDGET LEDGER (MONTHLY REPORT)</p> <p>Dates: 1978 - Volume: 1 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 2 years and destroy if audited.*</p>	<p><i>Disposition Approved</i></p>

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

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

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

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
40.	<p>MISCELLANEOUS BIDS, SPECIFICATIONS, & PROPOSALS (INSURANCE ETC.)</p> <p>Dates: 1967 - Volume: 6 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 10 years after acceptance or rejection and destroy.</p> <p>PLANNING & INFORMATION</p>	<p><i>Disposition Approved</i></p>
41.	<p>CONSTRUCTION COMMUNICATION & CORRESPONDENCE</p> <p>Dates: 1967 - Volume: 10 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 5 years and destroy.</p> <p>VICE PRESIDENT EXTERNAL AFFAIRS</p>	<p><i>Disposition Approved</i></p>
42.	<p>FOUNDATION FINANCIAL REPORTS (AUDIT)</p> <p>Dates: 1967 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy.</p>	<p><i>Disposition Approved</i></p>
43.	<p>MEETING MINUTES (COLLEGE OF DU PAGE FOUNDATION)</p> <p>Dates: 1967 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently. Resubmit under microfilm application.</p> <p>BUSINESS & ACTIVITY INSTITUTE</p>	<p><i>Disposition Not Approved</i></p>
44.	<p>INPLANT CONTRACT</p> <p>Dates: 1979 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical</p> <p>Recommendation: Retain 5 years after completing terms of agreement and destroy if audited.*</p>	<p><i>Disposition Approved</i></p>
45.	<p>TUITION WAIVER</p> <p>Dates: 1979 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Subject</p> <p>Recommendation: Retain 5 years after graduation or date of last attendance and destroy if audited.*</p>	<p><i>Disposition Approved</i></p>

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

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

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

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64.	<p>ECHO TRAVEL TRIP RESERVATION FORM</p> <p>Dates: 1967 - Volume: 1 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 1 year after event and destroy.</p>	Disposition Approved
65.	<p>DAILY CASH REPORT - STUDENT ACTIVITIES</p> <p>Dates: 1972 - Volume: 6 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 2 years and destroy if audited.*</p>	Disposition Approved
66.	<p>RECEIPT OF PAYMENT (ORIGINATES IN ACCOUNTING)</p> <p>Dates: 1967 - Volume: 1 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 2 years and destroy if audited.*</p>	Disposition Approved
67.	<p>MISCELLANEOUS RECORDS</p> <p>MISCELLANEOUS OR NON-ESSENTIAL CORRESPONDENCE <i>+ Reports 10-16-92 Per T Ryan</i></p> <p>Dates: 1967 - Volume: 200 cu. ft. Annual Accumulation: 50 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Purge files annually of all non-essential correspondence.</p> <p>STUDENT RECORDS & INFORMATION</p>	amended 1/4/11 Disposition Approved
68.	<p>CASH RECEIPTS (DUPLICATES)</p> <p>Dates: 1967 - Volume: 14 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological & Numerical</p> <p>Recommendation: Retain 2 years and destroy if audited.*</p>	Disposition Approved
69.	<p>PURCHASE ORDERS & REQUISITIONS (COPIES)</p> <p>Dates: 1967 - Volume: 14 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 2 years and destroy if audited.*</p>	Disposition Approved

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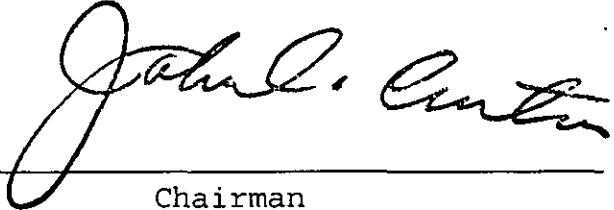
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ITEM
NO.

DESCRIPTION OF ITEMS OR RECORDS SERIES

The title and recommendation of item #67 was amended and approved by the Local Records Commission on January 4, 2011.



Chairman

67.

MISCELLANEOUS OR NON-ESSENTIAL CORRESPONDENCE AND REPORTS
(INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND
NOT RELATED TO ANOTHER RECORD SERIES)

Dates: 1967-
Volume: 200 Cu. Ft.
Annual Accumulation: 50 Cu. Ft.
Arrangement: Chronological

Recommendation: ~~Purge files annually of all non-essential correspondence.~~
Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.

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

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

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

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

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

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100.	<p>DAILY TRANSACTION REGISTER</p> <p>Dates: 1976 - Volume: 34 cu. ft. Annual Accumulation: 6 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 2 years and destroy if audited.*</p>	<p><i>Disposition Approved</i></p>
101.	<p>MONTHLY TRANSACTION SUMMARY REGISTER</p> <p>Dates: 1980 - Volume: 1 1/2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 2 years and destroy if audited.*</p>	<p><i>Disposition Approved</i></p>
102.	<p>ANNUAL TRANSACTION SUMMARY REGISTER</p> <p>Dates: 1976 - Volume: 28 1/2 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	<p><i>Disposition Approved</i></p>
103.	<p>IMPREST RECORDS (SUMMARY, DISBURSEMENTS, BANK RUNS, ETC.)</p> <p>Dates: 1967 - Volume: 41 cu. ft. Annual Accumulation: 4 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	<p><i>Disposition Approved</i></p>
104.	<p>BACK-UP REPORTS (BOOK STORE, FOOD SERVICES, ETC.)</p> <p>Dates: 1974 - Volume: 28 1/2 cu. ft. Annual Accumulation: 4 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 2 years and destroy if audited.*</p>	<p><i>Disposition Approved</i></p>
105.	<p>ACCRUED A/P AND ACCRUED SALARIES</p> <p>Dates: 1980 - Volume: 1 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 2 years and destroy if audited.*</p>	<p><i>Disposition Approved</i></p>

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

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

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

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

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130.	<p>PAYROLL LEDGERS & REGISTERS</p> <p>Dates: 1972 - Volume: 46 cu. ft. Annual Accumulation: 5 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	<p>Disposition Approved</p>
131.	<p>INDIVIDUAL PAYROLL SUMMARY</p> <p>Dates: 1976 - Volume: 10 cu. ft. Annual Accumulation; 2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 2 years and destroy if audited.*</p>	<p>Disposition Approved</p>
132.	<p>PAYROLL TIME CARDS & SHEETS</p> <p>Dates: 1971 - Volume: 15 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 2 years and destroy if audited.*</p>	<p>Disposition Approved</p>
133.	<p>PAYROLL PERSONNEL FILES (TERMINATED & CURRENT EMPLOYEES)</p> <p>Dates: 1967 - Volume: 10 cu. ft. Annual Accumulation: 1 1/2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	<p>Disposition Approved</p>
134.	<p>ANNUITY PAYMENTS (RECORDS)</p> <p>Dates: 1969 - Volume: 2 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 3 years and destroy providing all audits have been completed.*</p>	<p>Disposition Approved</p>
135.	<p>WITHHOLDING TAX RECORDS (STATE & FEDERAL)</p> <p>Dates: 1970 - Volume: 12 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	<p>Disposition Approved</p>

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

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142.	<p>DAILY HEALTH LOG</p> <p>Dates: 1979 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 3 years and destroy.</p> <p>OFFICE OF DEVELOPMENT</p>	<p><i>Disposition Approved</i></p>
143.	<p>APPLICATION FOR FEDERAL GRANTS</p> <p>Dates: 1973 - Volume: 2 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	<p><i>Disposition Approved</i></p>
144.	<p>H.E.W. AGREEMENT COVERING INSTITUTIONAL PARTICIPATION IN PROGRAM OF STUDENT FINANCIAL ASSISTANCE</p> <p>Dates: 1973 - Volume: 6 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 5 years after expiration of agreement and destroy.</p>	<p><i>Disposition Approved</i></p>
145.	<p>APPLICATION TO RECEIVE STATE FUNDS</p> <p>Dates: 1973 - Volume: 4 cu. ft. Annual Accumulation: 4 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	<p><i>Disposition Approved</i></p>
146.	<p>D.O.L./C.E.T.A. - MISCELLANEOUS CORRESPONDENCE</p> <p>Dates: 1973 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	<p><i>Disposition Approved</i></p>
147.	<p>PRIVATE FOUNDATION FILES</p> <p>Dates: 1973 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 7 years and destroy if audited.*</p>	<p><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
148.	<p>OFFICE OF DEVELOPMENT (CORRESPONDENCE)</p> <p>Dates: 1970 - Volume: 18 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Purge files annually of all non-essential correspondence.</p> <p>PERSONNEL (STAFF RELATIONS)</p>	<p>Disposition Approved</p>
149.	<p>APPLICATION FOR EMPLOYMENT - FACULTY</p> <p>Dates: 1979 - Volume: 10 cu. ft. Annual Accumulation: 5 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 5 years and destroy. SEE PAGE 26a FOR NEW RETENTION</p>	<p>Revised by The Local Records Commission 6/11/92</p> <p><i>Robert E. Anderson</i> Chairman Disposition Approved</p>
150.	<p>APPLICATION FOR EMPLOYMENT - CLASSIFIED EMPLOYEE</p> <p>Dates: 1967 - Volume: 350 cu. ft. Annual Accumulation: 28 cu. ft. Arrangement: Alphabetical</p> <p>Recommendation: Retain 5 years and destroy. SEE PAGE 26a FOR NEW RETENTION</p>	<p>Revised by The Local Records Commission 6/11/92</p> <p><i>Robert E. Anderson</i> Chairman Disposition Approved</p>
151.	<p>DEATH CLAIMS</p> <p>Dates: 1967 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain 5 years after termination of employment and destroy.</p>	<p>Disposition Approved</p>
152.	<p>DISABILITY CLAIMS</p> <p>Dates: 1967 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain 5 years after termination of employment and destroy.</p>	<p>Disposition Approved</p>
153.	<p>MEDICAL ENROLLMENT FORMS - TERMINATED</p> <p>Dates: 1970 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain 5 years after termination of employment and destroy.</p>	<p>Disposition Approved</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
149 & 150	<p><u>NEW RETENTION FOR EMPLOYMENT APPLICATIONS</u></p> <p>Recommendation: Retain <u>solicited applications and supporting documents</u> for two years from the date of application, then dispose of. Retain <u>unsolicited applications and supporting documents</u> for one year from the date of application, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
154.	<p>MEDICAL/DENTAL CLAIMS FORMS</p> <p>Dates: 1970 - Volume: 8 cu. ft., Annual Accumulation: 2 1/2 cu. ft. Arrangement: Alphabetical</p> <p>Recommendation: Retain 5 years after termination of employment and destroy.</p>	<p>Disposition Approved</p>
155.	<p>CLASSIFIED EMPLOYEE PERSONNEL INFORMATION</p> <p>Dates: 1967 - Volume: 4 cu. ft., Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain 5 years and destroy.</p>	<p>Disposition Approved</p>
156.	<p>LETTERS OF CORRESPONDENCE</p> <p>Dates: 1979 - Volume: 2 cu. ft., Annual Accumulation: 1 cu. ft. Arrangement: Alphabetical</p> <p>Recommendation: Purge files annually of all non-essential correspondence.</p>	<p>Disposition Approved</p>
157.	<p>FORMER PART-TIME FACULTY FILES</p> <p>Dates: 1967 - Volume: 24 cu. ft., Annual Accumulation: 2 cu. ft., Arrangement: Alphabetical</p> <p>Recommendation: Retain 5 years after termination of employment and destroy.</p>	<p>Disposition Approved</p>
158.	<p>FORMER FULL-TIME FACULTY FILES</p> <p>Dates: 1967 - Volume: 6 cu. ft., Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain 5 years after termination of employment and destroy.</p>	<p>Disposition Approved</p>
159.	<p>APPLICATION FOR EMPLOYMENT CLASSIFIED PERSONNEL - TERMINATED</p> <p>Dates: 1967 - Volume: 2 1/2 cu. ft., Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain 5 years after termination of employment and destroy.</p>	<p>Disposition Approved</p>

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

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

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

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178.	<p>A.C.T. FILES</p> <p>Dates: 1978 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 1 year and destroy.</p>	<p>Disposition Approved</p>
179.	<p>ICCB FALL NON-CREDIT ENROLLEMNT (ENROLLMENT STATISTICS)</p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 3 years and destroy.</p>	<p>Disposition Approved</p>
180.	<p>ICCB 10TH DAY ENROLLMENT REPORTS</p> <p>Dates: 1971 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 3 years and destroy.</p>	<p>Disposition Approved</p>
181.	<p>GOALS & OBJECTIVES (UNIT REPORT)</p> <p>Dates: 1980 - Volume: 1 cu. ft. Annual Accumulation: 1 cu, ft, Arrangement: Chronological</p> <p>Recommendation: Retain permanently. Resubmit under microfilm application.</p>	<p>Disposition Approved</p>
182.	<p>COMPUTER PRINTOUTS - 55 SERIES (GRADE ANALYSIS)</p> <p>Dates: 1971 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 3 years and destroy.</p>	<p>Disposition Approved</p>
183.	<p>COMPUTER PRINTOUTS - 90 SERIES (NON-CREDIT)</p> <p>Dates: 1972 - Volume: 90 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain 3 years and destroy.</p>	<p>Disposition Approved</p>

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

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

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

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

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

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
214.	<p>ICCB FACULTY-STAFF MODULE P2,5,7, DUPLICATE CARD DECKS</p> <p>Dates: 1974 - Volume: 3 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain 2 years following the completion of any ICCB required studies or surveys and destroy.</p> <p>AUDIT CLAUSE Provided audit completed according to Illinois Revised Statutes 1979, Chapter 122, Paragraph 103-22.1.</p> <p>Records listed on this application may be disposed of:</p> <ul style="list-style-type: none"> - after their individual retention period is complete, - providing any local, state, and federal audit requirements have been met, - as long as they are not needed for any litigation either pending or anticipated, - if they are correctly listed on a Records Disposal Certificate submitted to and approved by the appropriate Local Records Commission. <p>Any record on this application may be microfilmed and the record disposed of if the record is microfilmed in accordance with the standards of the Local Records Commission Rules and if the film is retained for the prescribed retention period. Disposal of records after microfilming must be noted on the Records Disposal Certificate.</p> <p>The following item was added to Application 81:286 and approved by the Local records Commission on May 7, 1991.</p> <p style="text-align: center;"><i>Robert E. Austbury</i> Chairman</p>	<p style="text-align: center;">Disposition Approved</p>
215.	<p><u>CREDIT CARD MACHINE RECEIPTS</u></p> <p>Dates: 1984 - Volume: 3½ cu. ft. Annual Accumulation: ½ cu. ft. Arrangement: Chronological</p> <p>This record series consists of receipts for College presentations i.e. athletic events, plays, fairs, etc.</p> <p>Recommendation: Retain for two years, then dispose of.</p>	