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DOCUMENT TYPE	DISPOSAL CERTIFICATES
FILE NUMBER	12:157
COUNTY	DU PAGE
CITY/TOWNSHIP	Glen Ellyn
OFFICE	College of DuPage
Doc Part #	001

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: ~~81-285~~ 12:157

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

RECEIVED
APR 15 2013
LOC. REC. COMM

COUNTY: DuPage

FROM: College of DuPage
Agency Division

ADDRESS: 425 Fawell Blvd.
Street, P.O. Box
Glen Ellyn, IL 60137 - 6599
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: 630 / 942 /2219

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
3	Bank Reconciliation	1999-2005	36
4	Billing Records for (I.S.C.S, I.N.G./I.N.M, S.E.R.S/B.G., P.R., ect.)	1996-2005	111
6	Budget Ledger and Monthy Reports	1990-2010	6
7	Cancelled Bonds and Coupons	1978-2010	9
8	Cancelled Checks, Bank Statement and Deposit Slips	1998-2005	477
9	Cash Receipts and Register Tapes	1996-2010	210
10	Cash Receipts (Duplicates)	2003-2011	9
11	Check Stubs, Copies and Voucher Copies	1997-2010	87
14	Employee Expenses (Travel, Hotel, Classes, Gas, Ect.)	1980-2005	21
16	Foundation Financial Reports	1999-2010	30
18	Grant Reports	2008-2009	12
20	Internal Audit Reports and Working Papers	1990-2010	33
21	Inventory (Fixed Asset Inventory Form	1994-2010	66
22	Invoices, Vouchers and Paid Bills	2000-2005	267
23	Ledgers and Journals	1998-2005	255
24	Monthly, Annual Year to Date Reports all Areas	2005-2010	156
25	Payroll Updates and Edit Lists	1987-2010	90
26	Purchase Orders and Requisitions	2000-2011	18
27	Receipt of Payment	1996-2010	12
28	State Apportionment Claims and Supporting Docs.	1998-2005	15
29	State and Federal Tax Statements and Reports (W-2's, W-3's, W-4's, IL-941's, IL10--'s, ect.)	1989-2007	27
31	Student Refunds	2004-2010	24
33	Time Cards and Sheets	2002-2010	228
36	Year to Date Payroll Reports	1980-2000	3

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

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

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 10, 2013

Lynn M Sapyta — Signature

4/10/13 — Date

Lynn M. Sapyta, Assistant VP Financial Affairs & Controller
Please print name and title on the line above

2202 cf

SC

RECORDS DISPOSAL CERTIFICATE

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JUL 5 2013
LOC. REC. COMM

APPLICATION #: 12 : 157

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APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
22	Invoices, Vouchers and Paid Bills	2005-2006/July	84

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

84

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

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

~~6/18/2013~~ 8/25/13

Lynn M. Sapyta 6/25/13
Signature Date

Lynn M. Sapyta, Assistant VP Financial Affairs & Controller
Please print name and title on the line above