

DOCUMENT
TYPE

DISPOSAL CERTIFICATES

FILE NUMBER

12:157

COUNTY

DU PAGE

CITY/TOWNSHIP

GLEN ELLYN

OFFICE

COLLEGE OF DUPAGE

Doc Part #

002

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 12:157

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

RECEIVED

OCT 08 2014

COUNTY: DuPage

FROM: College of DuPage
Financial Affairs

ADDRESS: 425 Fawell Blvd.

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

Glenn Ellyn, IL 60137

TELEPHONE: 630-942-2219

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
5	Bookstore Requisitions	2009 - 2010 ✓	2
12	Daily Cash Reports	2008 - 2011 ✓	26
24	Monthly, Annual, Year to Date Reports (All Areas)	2011 - 2012 ✓	28
27	Receipt of Payment	2011 ✓	24
32	Tax Levies	1973 - 2011 ✓	6
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

January 5, 2015

Lynn M. Sapyla
Signature

10/8/14
Date

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

Lynn M. Sapyla, Assistant Vice President Financial Affairs & Controller

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 12:157

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

COUNTY: DuPage

RECEIVED

FROM: College of DuPage
Financial Affairs

OCT 10 2014

ADDRESS: 425 Fawell Blvd.

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

Glenn Ellyn, IL 60137

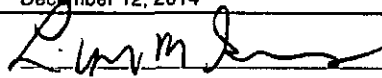
TELEPHONE: 630-942-2219

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
33	Time Cards/Sheets	2011-2012 ✓	23
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

December 12, 2014


Signature

10/16
Date

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

Lynn M. Sapyta, Assistant Vice President Financial Affairs & Controller