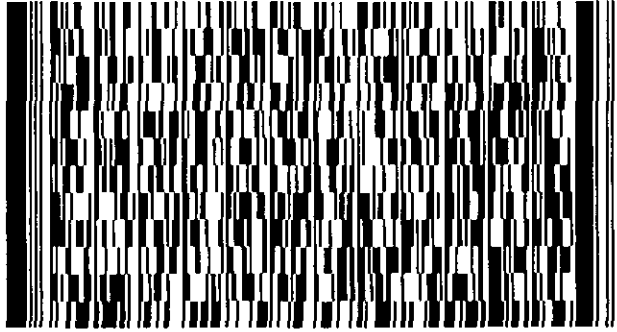


Reset Form

Print Form



DOCUMENT  
TYPE

APPLICATION

FILE NUMBER

12:157

COUNTY

DU PAGE

CITY/TOWNSHIP

Glen Ellyn

OFFICE

College of DuPage

Doc Part #

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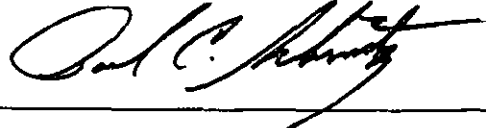
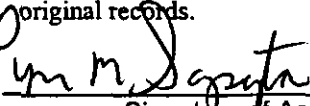
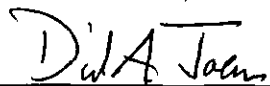
Inquiries and Applications to:

Local Records Unit  
Illinois State Archives  
Margaret Cross Norton Building  
Springfield, IL 62756  
(217)782-7075

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 12:157

Page 1 of 12

<b>COUNTY</b> DuPage	<b>CITY</b> Glen Ellyn	<b>ZIP</b> 60137	<b>LOCAL RECORDS COMMISSION APPROVAL</b>    CHAIRMAN
<b>AGENCY</b> College of DuPage			
<b>ADDRESS</b> 425 Fawell Blvd.			
<b>PHONE</b> (630)942-4285			
<p>I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm or digitized copies will be made in accordance with standards of the Local Records Commission and will be adequate substitutes for the original records.</p> <p> <u>4/5/12</u> Signature of Agency Head Date</p>			<p> DIRECTOR, STATE ARCHIVES</p> <p><u>May 1, 2012</u> DATE</p>
Lynn M. Saputa, Asst. vice President Finance/Controller			

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF:

- AFTER THEIR INDIVIDUAL RETENTION PERIOD IS COMPLETE,
- IF THEY ARE CORRECTLY LISTED ON A RECORDS DISPOSAL CERTIFICATE SUBMITTED TO AND APPROVED BY THE LOCAL RECORDS COMMISSION SIXTY (60) DAYS PRIOR TO DISPOSAL,
- 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.

THIS RECORDS RETENTION SCHEDULE DOES NOT RELIEVE LOCAL GOVERNMENTS OF RETENTION REQUIREMENTS MANDATED BY OTHER STATE AND FEDERAL STATUTES AND/OR REGULATIONS. WHEN SUCH AN OBLIGATION DOES EXIST, THEN THE LONGER RETENTION PERIOD TAKES PRECEDENCE.

DISPOSAL OF RECORDS AFTER MICROFILMING OR DIGITIZING MUST BE NOTED ON THE RECORDS DISPOSAL CERTIFICATE

THIS APPLICATION AND ANY RELATED RECORDS CERTIFICATES ARE TO BE RETAINED PERMANENTLY.

This application supersedes application 81:286. (in part)

Local Records Unit  
 Illinois State Archives  
 Margaret Cross Norton Building  
 Springfield, IL 62756  
 (217)782-7075

**APPLICATION FOR AUTHORITY TO  
 DISPOSE OF LOCAL RECORDS**

COUNTY <b>DuPage</b>	CITY <b>Glen Ellyn</b>	ZIP <b>60137</b>	LOCAL RECORDS COMMISSION APPROVAL
AGENCY <b>College of DuPage</b>			
ADDRESS <b>425 Fawell Blvd.</b>			<i>Paul C. Schmitz</i> CHAIRMAN
PHONE <b>(630)942-4285</b>			
<p>I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm or digitized copies will be made in accordance with standards of the Local Records Commission and will be adequate substitutes for the original records.</p>			<i>David A. Joens</i> DIRECTOR, STATE ARCHIVES
<i>Lynn M. Saputa, Assistant Vice President Finance/Controller</i> Signature of Agency Head		<i>April 5, 2012</i> Date	
<b>Lynn M. Saputa, Assistant Vice President Finance/Controller</b>			<i>May 1, 2012</i> DATE

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**APPLICATION FOR AUTHORITY TO  
 DISPOSE OF LOCAL RECORDS**

COUNTY DuPage	CITY Glen Ellyn	ZIP 60137	LOCAL RECORDS COMMISSION APPROVAL
AGENCY College of DuPage			
ADDRESS 425 Fawell Blvd.			
PHONE (630)942-4285			
<p>I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm or digitized copies will be made in accordance with standards of the Local Records Commission and will be adequate substitutes for the original records.</p> <p><i>Lynn M. Saputa, Assistant Vice President Finance/Controller</i>      <i>April 5, 2012</i></p> <p>Signature of Agency Head      Date</p>			<p><i>Paul C. Schmitz</i> CHAIRMAN</p> <hr/> <p><i>David A. Joens</i> DIRECTOR, STATE ARCHIVES</p> <hr/> <p><i>May 1, 2012</i> DATE</p>
<p><i>Lynn M. Saputa, Assistant Vice President Finance/Controller</i></p>			

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- IF THEY ARE CORRECTLY LISTED ON A RECORDS DISPOSAL CERTIFICATE SUBMITTED TO AND APPROVED BY THE LOCAL RECORDS COMMISSION SIXTY (60) DAYS PRIOR TO DISPOSAL,
- PROVIDING ANY LOCAL, STATE, AND FEDERAL AUDIT REQUIREMENTS HAVE BEEN MET,
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DISPOSAL OF RECORDS AFTER MICROFILMING OR DIGITIZING MUST BE NOTED ON THE RECORDS DISPOSAL CERTIFICATE.

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This application supersedes application 81:286 (in part).

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 12:157  
Page 2 of 13

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
1.	<p data-bbox="289 394 1401 457"><u>APPLICATIONS FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND LOCAL RECORDS DISPOSAL CERTIFICATES</u></p> <p data-bbox="289 499 1011 642">Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="289 684 1036 716">Recommendation: Retain permanently.</p>
2.	<p data-bbox="289 758 727 789"><u>ANNUITY PAYMENT RECORDS</u></p> <p data-bbox="289 831 1011 974">Dates: 1979- Volume: 33 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="289 1016 1414 1188">Recommendation: Retain <u>annuity purchase agreements</u> for three (3) years after termination of agreement, then dispose of. Retain <u>premium statements</u> for seven (7) years, then dispose of.</p>
3.	<p data-bbox="277 1230 662 1262"><u>BANK RECONCILIATIONS</u></p> <p data-bbox="277 1304 1040 1446">Dates: September 1998- Volume: 16 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological</p> <p data-bbox="277 1488 1433 1551">Recommendation: Retain for seven (7) years, then dispose of.</p>
4.	<p data-bbox="272 1593 1425 1667"><u>BILLING RECORDS (FOR I.S.S.C., I.N.G./I.N.M., S.E.R.S./B.G., P.R., ETC.)</u></p> <p data-bbox="272 1709 995 1852">Dates: 1996- Volume: 16 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="272 1894 1425 1946">Recommendation: Retain for seven (7) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 12:157  
Page 3 of 13

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
5.	<p data-bbox="298 432 716 457"><u>BOOKSTORE REQUISITIONS</u></p> <p data-bbox="298 506 1016 646">Dates: 1995- Volume: 38 Cu. Ft. Annual Accumulation: 2½ Cu. Ft. Arrangement: Chronological</p> <p data-bbox="298 688 1409 747">Recommendation: Retain for two (2) years, then dispose of.</p>
6.	<p data-bbox="293 800 841 825"><u>BUDGET LEDGER/MONTHLY REPORTS</u></p> <p data-bbox="293 873 1011 1014">Dates: 1990- Volume: 22 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="293 1056 1404 1115">Recommendation: Retain for two (2) years, then dispose of.</p>
7.	<p data-bbox="285 1167 800 1192"><u>CANCELLED BONDS AND COUPONS</u></p> <p data-bbox="285 1241 1195 1381">Dates: July 1978- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological/Numerical</p> <p data-bbox="285 1423 1396 1514">Recommendation: Retain for two (2) years after cancellation or due date, then dispose of.</p>
8.	<p data-bbox="277 1566 1247 1591"><u>CANCELLED CHECKS, BANK STATEMENTS AND DEPOSIT SLIPS</u></p> <p data-bbox="277 1640 997 1780">Dates: September 1998- Volume: 130 Cu. Ft. Annual Accumulation: 10 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="277 1822 1427 1881">Recommendation: Retain for seven (7) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 12:157  
Page 4 of 13

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
9.	<p data-bbox="297 394 906 422"><u>CASH RECEIPTS AND REGISTER TAPES</u></p> <p data-bbox="297 468 1016 606">Dates: July 1996- Volume: 91 Cu. Ft. Annual Accumulation: 6 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="297 648 1409 709">Recommendation: Retain for two (2) years, then dispose of.</p>
10.	<p data-bbox="292 758 784 785"><u>CASH RECEIPTS (DUPLICATES)</u></p> <p data-bbox="292 831 1203 970">Dates: 2003- Volume: 9 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological/Numerical</p> <p data-bbox="292 1012 1458 1045">Recommendation: Retain for one (1) year, then dispose of.</p>
11.	<p data-bbox="287 1087 1008 1115"><u>CHECK STUBS, COPIES AND VOUCHER COPIES</u></p> <p data-bbox="287 1161 1003 1299">Dates: July 1997- Volume: 72 Cu. Ft. Annual Accumulation: 5 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="287 1341 1398 1402">Recommendation: Retain for two (2) years, then dispose of.</p>
12.	<p data-bbox="280 1451 621 1478"><u>DAILY CASH REPORTS</u></p> <p data-bbox="280 1524 997 1663">Dates: 1995- Volume: 17 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="280 1705 1390 1766">Recommendation: Retain for two (2) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 12:157  
Page 5 of 13

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
13.	<p data-bbox="298 394 1036 422"><u>DATA PROCESSING TIME ACCOUNTING RECORDS</u></p> <p data-bbox="298 468 1016 604">Dates: 1980- Volume: 32 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="298 651 1409 709">Recommendation: Retain for two (2) years, then dispose of.</p>
14.	<p data-bbox="293 758 1317 785"><u>EMPLOYEES EXPENSES (TRAVEL, HOTEL, CLASSES, GAS, ETC.)</u></p> <p data-bbox="293 831 1010 968">Dates: 1980- Volume: 64 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="293 1014 1442 1073">Recommendation: Retain for seven (7) years, then dispose of.</p>
15.	<p data-bbox="285 1121 818 1148"><u>EMPLOYEE TRAVEL RESERVATIONS</u></p> <p data-bbox="285 1194 1003 1331">Dates: 1980- Volume: 32 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="285 1377 1450 1409">Recommendation: Retain for one (1) year, then dispose of.</p>
16.	<p data-bbox="280 1451 813 1478"><u>FOUNDATION FINANCIAL REPORTS</u></p> <p data-bbox="280 1524 997 1661">Dates: 1999- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="280 1707 1442 1808">Recommendation: Retain monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.</p>



APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 12:157  
Page 6 of 13

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
17.	<p data-bbox="293 394 899 422"><u>GRANT FUNDS LEDGERS (DUPLICATES)</u></p> <p data-bbox="293 468 1013 606">Dates: 1976- Volume: 36 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p data-bbox="293 648 1331 716">Recommendation: Retain until administrative use is complete, then dispose of.</p>
18.	<p data-bbox="289 758 537 785"><u>GRANT RECORDS</u></p> <p data-bbox="289 831 1008 970">Dates: 2008- Volume: 8½ Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="289 1012 1461 1115">Recommendation: Retain for three (3) years following date of final expenditure report, then dispose of.</p>
19.	<p data-bbox="284 1159 1406 1186"><u>IMPREST RECORDS (BANK RUNS, DISBURSEMENTS, SUMMARIES, ETC.)</u></p> <p data-bbox="284 1232 1003 1371">Dates: July 1991- Volume: 78 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="284 1413 1433 1478">Recommendation: Retain for seven (7) years, then dispose of.</p>
20.	<p data-bbox="277 1520 1057 1547"><u>INTERNAL AUDIT REPORTS AND WORKING PAPERS</u></p> <p data-bbox="277 1593 997 1732">Dates: 1990- Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="277 1774 1364 1877">Recommendation: Retain audit reports permanently. Retain work papers for two (2) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 12:157  
Page 7 of 13

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
21.	<p data-bbox="302 394 1019 422"><u>INVENTORY (FIXED ASSET INVENTORY FORM)</u></p> <p data-bbox="302 468 1019 606">Dates: July 1994- Volume: 3½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="302 648 1471 716">Recommendation: Retain for two (2) years after superseded by a new inventory, then dispose of.</p>
22.	<p data-bbox="293 758 943 785"><u>INVOICES, VOUCHERS, AND PAID BILLS</u></p> <p data-bbox="293 831 1013 970">Dates: July 2000- Volume: 280 Cu. Ft. Annual Accumulation: 24 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="293 1012 1446 1073">Recommendation: Retain for seven (7) years, then dispose of.</p>
23.	<p data-bbox="285 1121 670 1148"><u>LEDGERS AND JOURNALS</u></p> <p data-bbox="285 1194 1008 1333">Dates: 1998- Volume: 209 Cu. Ft. Annual Accumulation: 17 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="285 1375 1406 1402">These ledgers and journals/registers are for the following:</p> <ol data-bbox="329 1413 618 1587" style="list-style-type: none"><li>1. General</li><li>2. Checks</li><li>3. Payables</li><li>4. Receivables</li><li>5. Payroll, etc.</li></ol> <p data-bbox="277 1629 1433 1692">Recommendation: Retain for seven (7) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 12:157  
Page 8 of 13

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
24.	<u>MONTHLY, ANNUAL, YEAR TO DATE REPORTS (ALL AREAS)</u>  Dates: August 2005- Volume: 128 Cu. Ft. Annual Accumulation: 20 Cu. Ft. Arrangement: Chronological  These reports are for the following: 1. Accounts payable summaries 2. Annual source runs 3. Monthly source runs 4. Daily transactions 5. Annual transactions 6. Monthly transactions 7. Back up reports (book store, food service, etc.) 8. Accounts receivable summaries, etc.  Recommendation: Retain monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.
25.	<u>PAYROLL UPDATES AND EDIT LISTS</u>  Dates: 1987- Volume: 115 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Chronological  Recommendation: Retain for two (2) years, then dispose of.
26.	<u>PURCHASE ORDERS AND REQUISITIONS (DUPLICATES)</u>  Dates: July 2000- Volume: 12 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological  Recommendation: Retain for one (1) year, then dispose of.

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 12:157  
Page 9 of 13

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
27.	<p data-bbox="293 432 639 457"><u>RECEIPT OF PAYMENT</u></p> <p data-bbox="293 506 1013 646">Dates: 1996- Volume: 16 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="293 684 743 716">Originals in accounting.</p> <p data-bbox="293 758 1404 821">Recommendation: Retain for two (2) years, then dispose of.</p>
28.	<p data-bbox="289 873 1260 898"><u>STATE APPORTIONMENT CLAIMS AND SUPPORTING DOCUMENTS</u></p> <p data-bbox="289 947 1045 1087">Dates: September 1998- Volume: 14 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="289 1125 1437 1188">Recommendation: Retain for seven (7) years, then dispose of.</p>
29.	<p data-bbox="280 1234 1401 1297"><u>STATE AND FEDERAL TAX STATEMENTS AND REPORTS (W-2'S, W-3'S, W-4'S, IL-941'S, IL-1099'S, ETC.)</u></p> <p data-bbox="280 1346 1000 1486">Dates: 1989- Volume: 23 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="280 1524 1446 1734">Recommendation: Retain <u>W-4's</u> for five (5) years after termination of employment or until W-4 is superseded by a new W-4, then dispose of. Retain all <u>other tax forms</u> within this series for seven (7) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 12:157  
Page 10 of 13

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
30.	<p data-bbox="289 394 1122 420"><u>STUDENT AID VOUCHERS (INCLUDES CHECK COPIES)</u></p> <p data-bbox="289 464 1047 604">Dates: September 1998- Volume: 100 Cu. Ft. Annual Accumulation: 9 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="289 646 1438 709">Recommendation: Retain for seven (7) years, then dispose of.</p>
31.	<p data-bbox="289 751 703 777"><u>STUDENT REFUND RECORDS</u></p> <p data-bbox="289 829 1252 970">Dates: September 2004- Volume: 30 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Chronological/Alphabetical</p> <p data-bbox="289 1012 1393 1066">Recommendation: Retain for two (2) years, then dispose of.</p>
32.	<p data-bbox="277 1119 634 1144"><u>TAX LEVIES (COPIES)</u></p> <p data-bbox="277 1186 995 1327">Dates: 1967- Volume: 2½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="277 1369 1386 1434">Recommendation: Retain for two (2) years, then dispose of.</p>
33.	<p data-bbox="269 1486 594 1512"><u>TIME CARDS/SHEETS</u></p> <p data-bbox="269 1554 989 1694">Dates: July 2002- Volume: 20 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="269 1736 1380 1801">Recommendation: Retain for two (2) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 12:157  
Page 11 of 13

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
34.	<p data-bbox="290 386 578 415"><u>TUITION WAIVERS</u></p> <p data-bbox="290 457 1260 604">Dates: 1979- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological/Alphabetical</p> <p data-bbox="290 642 1425 747">Recommendation: Retain until information is recorded on students permanent transcript, then dispose of.</p>
35.	<p data-bbox="282 789 1065 819"><u>UTILITY TAX REPORTS AND BACK-UP DOCUMENTS</u></p> <p data-bbox="282 856 1003 1003">Dates: 1996- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="282 1041 1435 1180">Recommendation: Retain reports for seven (7) years, then dispose of. Retain backups for two (2) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 12:157  
Page 12 of 13

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
36.	<p data-bbox="289 384 743 409"><u>YEAR-END PAYROLL REPORTS</u></p> <p data-bbox="289 457 1008 596">Dates: 1980- Volume: N/A Annual Accumulation: N/A Arrangement: Chronological</p> <p data-bbox="289 638 906 739">From 1980-1999 in microfiche. 2000-2008 on C.D.'s. 2009 forward electronic database.</p> <p data-bbox="289 821 1455 1066">Recommendation: Retain for sixty (60) years or until terminated employee's seventy-eighth (78th) birthday, whichever occurs first, then dispose of. If the employee has not retired by age seventy-eight (78), retain for ten (10) years after termination of employment, then dispose of.</p> <p data-bbox="662 1108 1455 1360">If the employee is deceased retain for five (5) years after date of death, then dispose of provided no litigation is pending or anticipated. If litigation is pending retain until conclusion of all judicial action (including appeals), then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

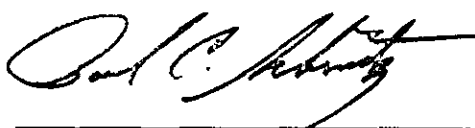
Application No. 12:157  
Page 13 of 13

(CONTINUATION SHEET)

ITEM  
NO.

DESCRIPTION OF ITEMS OR RECORDS SERIES

The following item #37 was added to Application 12:157 and approved by the Local Records Commission on May 6, 2014.



Chairman

37.

ADULT BASIC EDUCATION (SCANNED FROM 2010 FORWARD)

Dates: 2007-  
Volume: 370 Cu. Ft.  
Annual Accumulation: 75 Cu. Ft.  
Arrangement: Chronological and Alphabetical

This record series consists of the following:

1. Placement test scores
2. Learning worksheets
3. English as a second language and adult education student registration records tests, etc.
4. Tests, etc.

Recommendation: Retain for seven (7) years following completion of program, then dispose of.