



DOCUMENT
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APPLICATION

FILE NUMBER

81:286

COUNTY

DU PAGE

CITY/TOWNSHIP

Glen Ellyn

OFFICE

College of Du Page

Doc Part #

002

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

Application No. 81:286

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
224.	<p><u>INCOMING CHARGEBACKS</u></p> <p>Dates: 2009- Volume: 4½ Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical</p> <p>These chargebacks reduce tuition for out of district students who enroll in a college program not offered by their districts.</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
225.	<p><u>INCOMING COOPERATIVE AGREEMENTS</u></p> <p>Dates: 2009- Volume: 3 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical</p> <p>These agreements are with other colleges that do not offer certain courses the College of Dupage does and vice versa.</p> <p>Recommendation: Retain originals for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of. Retain copies for two (2) years, then dispose of.</p>
226.	<p><u>LATE REGISTRATION CLASS APPEALS</u></p> <p>Dates: 2011- Volume: 1 ½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical</p> <p>Recommendation: Retain for five (5) years after graduation or date of last attendance, then dispose of. Retain for three (3) years, then dispose of for applicants that do not enter.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
227.	<p><u>LATE WITHDRAWAL APPEALS FROM CLASSES</u></p> <p>Dates: 2012- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical</p> <p>These appeals are by students to be allowed to withdraw from a class after the established deadline and not receive a failing grade.</p> <p>Recommendation: Retain for five (5) years after graduation or date of last attendance, then dispose of. Retain for three (3) years for applicants that do not enter, then dispose of.</p>
228.	<p><u>MEDICAL APPEALS TO ENROLL DROP CLASSES OR DISPUTE BILLING CHARGES</u></p> <p>Dates: 2005- Volume: 10½ Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Alphabetical</p> <p>Recommendation: Retain for five (5) years after graduation or date of last attendance, then dispose of.</p>
229.	<p><u>OUTGOING COOPERATIVE AGREEMENTS/CHARGEBACKS</u></p> <p>Dates: 1999- Volume: 4 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological and Alphabetical</p> <p>These are chargebacks and agreements for C.O.D. students who attended other colleges for courses not offered by College of DuPage.</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
230.	<p><u>PERMIT TO TAKE COURSES</u></p> <p>Dates: 2009- Volume: 13½ Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Chronological and Alphabetical</p> <p>This record series is to get approval to take classes for which they have not finished the prerequisite courses for yet.</p> <p>Recommendation: Retain until information is recorded on student's permanent transcript.</p>
231.	<p><u>PROOF OF RESIDENCY WITHIN THE DISTRICT</u></p> <p>Dates: 2009- Volume: 4½ Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for three (3) years after date of signing, then dispose of.</p>
232.	<p><u>STUDENT CLASS REGISTRATION RELATED LETTERS AND EMAILS</u></p> <p>Dates: 2011- Volume: 2½ Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
233.	<p><u>SUBURBAN LAW ENFORCEMENT AGENCY/S.L.E.A. PROGRAM REGISTRATION RECORDS</u></p> <p>Dates: 2009- Volume: 2 ½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical</p> <p>Recommendation: Retain for five (5) years after graduation or date of last attendance, then dispose of. Retain for three (3) years, then dispose of for applicants that do not enter.</p>
234.	<p><u>THIRD PARTY BILLING FORMS</u></p> <p>Dates: 2009- Volume: 10 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical</p> <p>These forms are completed by students when a third party (usually an employer) is paying their tuition. The form says the students will be held responsible for tuition if the third party fails to pay.</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
235.	<p><u>TUITION APPEALS FOR BILLS NOT COVERED</u></p> <p>Dates: 2009- Volume: 22½ Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical</p> <p>Recommendation: Retain for one (1) year following decision of refund committee, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
236.	<p><u>VOCATIONAL SKILLS PROGRAM REGISTRATION FORMS</u></p> <p>Dates: 2009- Volume: 1 ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical and Chronological</p> <p>Recommendation: Retain for five (5) years after graduation or date of last attendance, then dispose of. Retain for three (3) years, then dispose of for applicants that do not enter.</p>
237.	<p><u>WORK IN BUT DON'T LIVE IN DISTRICT LETTERS</u></p> <p>Dates: 2009- Volume: 4½ Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Applicants who enter - Retain for five (5) years following graduation or date of last attendance, then dispose of. Applicants who do not enter - Retain for three (3) years, then dispose of.</p>