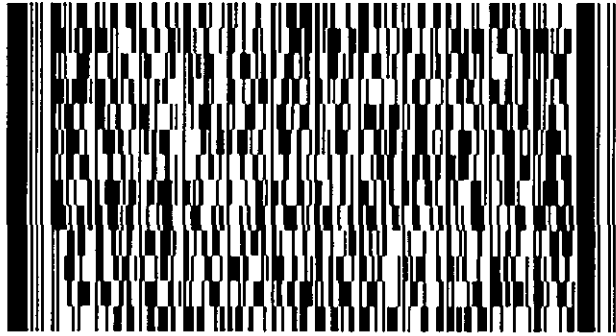


Reset Form

Print Form



DOCUMENT  
TYPE

DISPOSAL CERTIFICATES

FILE NUMBER

81:286

COUNTY

DU PAGE

CITY/TOWNSHIP

Glen Ellyn

OFFICE

College of DuPage

Doc Part #

003

(3)

## RECORDS DISPOSAL CERTIFICATE

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

COUNTY: DuPageFROM: College of DuPage  
Agency DivisionADDRESS: 425 22nd Street  
Street, P.O. Box  
Glen Ellyn, IL 60137  
City, Zip CodeTELEPHONE: 630.942.2219

AGENCY

APPLICATION NO. 5/286

## Directions:

1. Prepare two (2) copies.
2. Send original to Local Records Commission sixty (60) days prior to disposal date.
3. Retain second copy for your file.

CUBIC FEET TO BE DISPOSED	APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES
<u>Row #7</u>			
1.50 4.50 1.50 1 Box	40 113	Student Refunds - BRS 2070	F491 ✓ F493 ✓
3 Boxes	119	Cash Receipts	
<del>1 Box</del>	<del>110 121</del>	<del>Accounts Receivable - Closed Invoices</del>	<del>F491</del> 7 yrs.
<u>Row #8</u>			
<del>13 Boxes</del>	<del>40 113</del>	<del>Various Publications</del>	<del>F490-23 + F492</del>
<del>40 Boxes</del>	<del>40 113</del>	<del>Capital Assets - Publications</del>	<del>F490-92</del>

Disposition  
Approved

I hereby certify that the form 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.

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

ASAC  
12/20/96

R. L. GORDY  
Signature

12/5/96  
Date

(Signature required only if records have been microfilmed.)

Ronald N. Alley Controller  
Please print name and title on the line above

## RECORDS DISPOSAL CERTIFICATE

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

COUNTY

DuPage

FROM

College of DuPage  
Agency Division

ADDRESS

425 22nd Street  
Street, P.O. BoxGlen Ellyn, IL 60131  
City, Zip Code

TELEPHONE

630 942 1211

APPLICATION NO. 81-2-81  
AGENCY C110

## Directions:

1. Prepare two (2) copies.
2. Send original to Local Records Commission sixty (60) days prior to disposal date.
3. Retain second copy for your file.

CUBIC FEET TO BE DISPOSED	APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES
Box #2	12.00		
2 Boxes	130	Payroll <del>Books</del> , Etc. Ledgers + Registers	FY86-87 ✓
1 Box	104	Backstore	FY84 ✓
1 Box	132	Payroll Misc. Files	<del>Various</del>
1 Box	132	Bi-weekly time summaries	FY88 ✓
2 Boxes	130	Payroll expense distribution	FY88-89 ✓
3 Boxes	130	Payroll Check Registers	FY86-88 ✓
7 Boxes	130	Payroll PSEs	FY85-86
1 Box	128	Payroll Edit List	FY83 ✓
3 Boxes	129	Payroll Cumulations	FY85-86 ✓
1 Box	135	Payroll Deduction Requests	FY84-86 ✓
1 Box	96	Miscellaneous Check Requests	FY72-85
1 Box	135	Time Cards	FY83-84 ✓
1 Box	135	W-4's	FY85-86 ✓
1 Box	128	Payroll <del>Books</del> by Account updates + Edit List	FY86 ✓
1 Box	132	Time Cards	FY86 ✓
1 Box	95	Unit Cost Worksheets	FY85 ✓
Box #4			
1 Box	130	Payroll Ledgers + Registers	through 1989 ✓
1 Box	135	Student Employment	<del>Various</del>
4 Boxes	113	Student Refunds, BRS 2010, Pink Copies	FY91-92 ✓

I hereby certify that the item 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.

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

12/20/98

Signature

Ronald A. Alley

Please print name and title on the line above

Disposition  
Approved

Date

(Signature required only if records have been microfilmed.)

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

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

COUNTY: DuPage

**RECEIVED**

JUL 28 2005

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.

**LOC. REC. COMM.**

TELEPHONE

: 630 / 942 / 2217

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
92	<b>Purchasing</b>  Purchase Orders & Requisitions	1993 thru 1997 ✓	36
91	Miscellaneous Bids, Specifications, & Proposals (Successful & Unsuccessful)	1992 thru 8/1995	46

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

9-27-05

Janet K. Fix  
Signature

Janet K. Fix, Purchasing Manager

Please print name and title on the line above

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

82 cf

Sc

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

To: Local Records Commission  
Illinois State Archives Building  
Springfield, Illinois 62756  
(217) 782-7075

**RECEIVED**

AUG 10 2005

**LOC. REC. COMM.**

*30cf*

COUNTY: DuPage

FROM: College of DuPage  
Agency Division

ADDRESS: 425 Fawell Blvd  
Street, P.O. Box

Glen Ellyn, 60137 -6599  
City, Zip Code

TELEPHONE: (630) 942-3410

**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.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
149	Application for Employment - F/T Faculty & Administrators	10/01-10/02 ✓	10.5
149	Application for Employment - P/T Faculty	7/01-6/02 ✓	3.0
150	Application for Employment - Classified <b>Disposition Approved</b>	1/02-12/02 ✓	7.5
166	Equal Employment Opportunity Survey Cards	10/98-9/99 ✓	1.5
85	Terminated Student Employee Personnel Information	1999 ✓	3.0
155	Terminated Classified Employee Personnel Information	1999 ✓	3.0
157	Terminated P/T Faculty Employee Personnel Information	1999 ✓	1.5
<del>160</del>	<del>Faculty-Assignment-Sheets.(This information is retained permanently in an electronic format-We are requesting to dispose of paper copies only.)</del>	<del>1999</del>	<del>6.0</del>

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 October 4, 2005

Signature

Date

Greg Joos, Human Resources Director

Please print name and title on the line above

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

*36 cf*

*Sc*

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

To: Local Records Commission  
Illinois State Archives Building  
Springfield, Illinois 62756  
(217) 782-7075

**RECEIVED**

AUG 30 2005

COUNTY: DuPage

FROM: College of DuPage  
Agency Division

ADDRESS: 425 Fawell Blvd.  
Street, P.O. Box

Glen Ellyn, IL 60137-6599  
City, Zip Code

TELEPHONE: (630) 942-3820

**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.

**LOG. REC. COMM.**

**Disposition  
Approved**

18cf

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
192	ICCB Occupational Follow-up Records	1-1-1995 to 12-31-1999	18

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 October 31, 2005

Harlan Schweer  
Signature Date

Harlan Schweer, Director, Office of

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

Please print name and title on the line above

Research and Planning

Sc

18cf

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

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

COUNTY: DuPage

FROM: College of DuPage - DCFS Parent  
Agency Division Training Program

NOV 23 2005

ADDRESS: 425 Fawell Blvd. - Room M-104

Street, P.O. Box  
Glen Ellyn, IL 60137 - 6599

City, ZIP Code

630/942-2903

TELEPHONE: 630/942-2903

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.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
114	GRANT FILES - 11 Bankers Boxes  <b>Disposition Approved</b>	Fiscal Years 1994-1998 ✓	20

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

1/18/06  
Patricia M. O'Dwyer 11-18-05  
Signature Date  
Patricia M. O'Dwyer, Program Manager  
DCFS Parent Training Program

Please print name and title on the line above

20 ct

Sc

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

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

COUNTY: DuPage

FROM: College of DuPage  
Agency Division

ADDRESS: 425 Fawell Blvd.

Street, P.O. Box

Glen Ellyn, IL 60137

City, ZIP Code

Directions:

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3. Retain records until approved copy is returned.

TELEPHONE: 630 / 942 / 4285

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
126 27	Chief Accountant's Files: Box 2 ≤ FY88 Fixed Assets Reports and Chart of Accounts Data	84-88	2
15 42 50	Chief Accountant's Files: Box 5 FY 88-93 COD Foundation Audit Papers FY 93-94 College CAFRs 93 DECA grant Files	88-94	2
15 107	Chief Accountant's Files: Box 6 FY92-93-Audit Workpapers " " - Advisory Committee Meeting Minutes	92-93	2
107	Chief Accountant's Files: Box 9 89-99-Health Insurance Committee Folders " " - MIF Records	89-99	2
15 42	Chief Accountant's Files: Box 10 93-98 COD Foundation Audit Files 97-98 College Audit Files	93-98	2
15 107 42	Chief Accountant's Files: Box 11 FY2000-COD Foundation Audit Files " " - Correspondence (misc.)	2000	2
46	Chief Accountant's Files: Box 12 FY96-2000 UFRS Files	96-2000	2
15	Chief Accountant's Files: Box 13 FY99-2000-College Audit Files " " - Grant Audit Reports	99-2000	2

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

2/1/06

Nancy E. Gage  
Signature

11/29/05  
Date

NANCY E. GAGE, CHIEF ACCOUNTANT

Please print name and title on the line above

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

16 of

SC



# RECORDS DISPOSAL CERTIFICATE

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TELEPHONE: 630 / 942 / 4285

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
114	42 NSF Earth Science, 6002-1-6002, 8/93-1/96 NSF Oakland University Project, 6004-1-6004, 595-3/96 ISBE/DAVTE Voc. Ed. Improvement, 6005-1-6005 NSF Organic Chemistry Impr., 6011-1-6011 IL Post Secondary HIV Prevention, 6021-1-6021 ISBE/DAOES/Tech Prep - State, 6026-1-6027 ISBE/DAOES/Tech Prep - Federal, 6027-1-6028 ISBE/Adult Ed Literacy, 6060-2-(6061-6066) ISBE/Perkins Vocational Education, 6030-1-(6030-6033)	1993-1996 1995-1996 1996 1996 1994 1996 1996 1995 1996 1996 1993-1998 30	2
	43 DE FISPE/Drug Prevention, 6091-1-6091 IDPA Enhanced Services, 6096-1-6096 ICCB Promoting Excellence, Adult Basic Ed, 6154-2-6154 ICCB Advanced Technology, 6200-1-6200 ICCB Retirees, 6210-3-6210 ICCB Special Populations, 6220-2-6220 ICCB Workforce Preparation, 6240-2-6240 DCCA Procurement Assistance Center, 6270-2-6270 DCCA Small Business Development, 6364-2-6364 DCCA International Trade, 6364-2-6365 IBHE/HECA Telecommunication, 6383-2-6383	1994-1995 1995 1996 1996 1996 1996 1996 1996 1996 1996 1996 1995-1996	2
	44 IBHE CoOp Work Study, 6402-1-6042 IBHE Minority Transfer, 6410-1-6410 DCFS Foster Parent Training, 6430-2-6430 SOS Community Literacy, 6450-2-6450 IL Art Council-New Classic Singers, 6470-4-6470 IL Art Council-Operations Grant, 6484-4-6484 IL Art Council-New Philharmonic, 6490-4-6490 Il Art Council-Visual Arts, 6500-4-6500 Kellogg Foundation, 6458-2-6458 General Mills Foundation, 6550-1-6550 Fullbright Group-Zimbabwe, 6615-1-6615	1996 1996 1996 1996 1996 1996 1996 1996 1996 1995 1996 1995	2

Grant  
Files

Disposition  
Approved

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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

After 11/31/06

Nancy S. Gage  
Signature

11/29/05  
Date

Nancy Gage, Chief Accountant

Please print name and title on the line above

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

30 ct

SC

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

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

COUNTY: DuPage

FROM: College of DuPage  
Agency Division

ADDRESS: 425 Fawell Blvd.  
Street, P.O. Box  
Glen Ellyn, IL 60137  
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 /4285

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
114	45 Plumbers & Pipe Fitters, 5570-1-5570 ISBE/DAOES Vocational Education, 6006-1-6006 NSF - Oakland, 6007-1-6007 AACC Bridges, 6022-1-6022 ISBE/DAOES/Tech Prep, 6037-1-6038 ISBE Perkins, 6040-1-(6040-6043) ISBE Adult Education, 6071-1-(6071-6075)	1993-1995 1997 1997 1997 1997 1997 1997	2
	46 IDPA/Refuge & Immigrant, 6092-1-6092 National Council US/Arab Relations, 6130-1-6130 ICCB Advanced Technology, 6201-1-6201 ICCB Advanced Technology Support, 6205-1-6205 ICCB Retirees Health, 6211-1-6211 ICCB Special Populations, 6221-1-6221 ICCB Education to Careers, 6230-1-6230 ICCB Workforce Preparation, 6241-1-6241 NEH Higher Education in Humanities, 6250-1-6250	1995-1997 1997 1997 1997 1997 1997 1997 1997 1996-1997	2
	47 DCCA Procurement Center, 6271-2-6271 DCCA Proposal SBDC/ITC/PTAC DCCA SBDC & ITC, 6363-2-6363 & 6366-2-6366 Illinois Public Broadcasting, 6391-4-6391 Illinois Public Broadcasting, 6394-4-6394 Illinois Public Broadcasting, 6395-4-6395 IBHE UIC Chicago Manufacturing, 6400-2-6400 IBHE Minority Transfer, 6411-1-6411 DCFS Foster Parent Training, 6431-2-6431	1997 1996-1997 1996 1996-1998 1994-1996 1995-1997 1997-1998 1997 1997	2
	48 IBHE HECA Minority Transfer, 6411-1-6411 Illinois Art Council, 6491-4-(6492-6497) Illinois Art Council Application Secretary of State Literacy, 6451-1-6451 PTK/Kellogg Leadership Development, 6561-1-6561 NAFSA Assoc. of International Educators, 6570-1-6570 CPB Community Service Grant, 6620-4-6620 CPB NPPAG Grant, 6628-4-6628 Amoco Grant, 6632-1-6632	1997-1998 1997 1996 1997 1993 1996-1997 1995-1997 1995-1997 1995-1997	2

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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

After 11/31/06

Nancy E. Gage

Signature

11/29/05

Date

Nancy Gage, Chief Accountant

Please print name and title on the line above

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

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

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

COUNTY: DuPage

FROM: College of DuPage  
Agency Division

ADDRESS: 425 Fawell Blvd.  
Street, P.O. Box  
Glen Ellyn, IL 60137  
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 / 4285

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
114	48 Cont. AMOCO Grant, 6633-4-6633 Bensenville Home Society, 6641-1-6641 International Trade Center (non-grant), 6780-2-6780 SBDC (non-grant), 6781-2-6781 DCCA Emerging Markets (non-grant), 6782-2-7782	1997 1997 1997 1997 1997	2
	49 ICCB/Deferred Maintenance, 3660-3-3660 ICCB/Technology Enhancement, 3671-3-3671 ISBE Vocational Ed. Improvement, 6008-1-6008 AACC/Bridges Year 2, 6023-1-6023 ISBE/DAOES/Tech Prep, 6048-1-(6048-6049) ISBE/Perkins Vocational Education, 6050-1-(6050-6053) ISBE/Adult Education, 6081-1-(6081-6087)	1998 1998 1998 1998 1998 1998 1998	2
	50 IDPA/Citizenships & Refugee Grant, 6093-1-6093 IL/DCCA/Recycling Grant, 6123-1-6123 ICCB/Advanced Technology Support, 6202-1-6202 ICCB/Technology Support, 6206-1-6206 ICCB/Retirees Health Grant, 6212-3-6212 ICCB/Special Populations Grant, 6222-1-6222 ICCB/Student Support Services Grant, 6226-1-6226 ICCB/Education to Careers Grant, 6232-1-6232 ICCB/Workforce Preparation Grant, 6242-1-6242 DCCA/Procurement Assistance Center Grant, 6272-1-6272	1997-1998 1997-1998 1998 1998 1998 1998 1998 1998 1998 1998	2
	51 DCCA/CMC/Manufacturing Grant, 6300-2-6300 IBHE/College Work Study, 6403-1-6403 IBHE/HECA/Minority Transfer Center, 6420-1-6420 IBHE/HECA/Project Self	1997-1998 1997-1998 1997-1998 1997-1998	2
	52 DCFS/Foster Parent Training, 6432-1-(6431-6439) SOS/Community Literacy, 6452-1-6452 SOS/Family Literacy, 6455-1-6455 Illinois Art Council, 6475-4-(6475-6481)	1998 1998 1998 1998	2

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After 11/31/06

Nancy S. Gage

Signature

11/29/05

Date

Nancy Gage, Chief Accountant

Please print name and title on the line above

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

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TELEPHONE: 630 / 942 / 4285

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
114	<p>53 Arts Midwest/Ohio Ballet, 6467-4-6467</p> <p><i>Grant files</i></p> <p>Arts Midwest/Artworks, 6468-4-6468</p> <p>Columbia University/Japan Foundation, 6530-4-6530</p> <p>DuPage Foundation/Prairie Project, 6545-1-6545</p> <p>WDCB/CPB, 6222-4-6222 &amp; 6625-4-6625</p> <p>BPI Revenue Accounts (non-grant), 6780-2-(6780-6783)</p> <p>Miscellaneous Rejected Proposals</p> <p>54 Miscellaneous Rejected Proposals</p> <p>Miscellaneous Proposal Opportunities - Never Submitted</p> <p>55 APPR Plumbing and Pipefitters</p> <p>BPI Quarterly and/or Monthly Spread Sheets</p> <p>BPI Miscellaneous</p> <p>Chicago Manufacturing Center, 6301-2-6301</p> <p>DCCA SBDC/ITC 6360-2-6360, 6361-2-6361</p> <p>DCCA SBDC/ITC 6367-2-6367, 6368-2-6368</p> <p>Department of Ed-Business and International Education, 6590-2-6590</p>	<p>1998</p> <p>1998</p> <p>1998</p> <p>1997-1998</p> <p>1997-1998</p> <p>1998</p> <p>7-1997</p> <p>7-1997</p> <p>7-1997</p> <p>7-1998</p> <p>7-FY98</p> <p>7-98</p> <p>1998</p> <p>1997</p> <p>1998</p> <p>1998</p>	<p>2</p> <p>2</p> <p>2</p>

**Disposition  
Approved**

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After 11/31/06

Nancy E. Gage

Signature

11/29/05

Date

Nancy Gage, Chief Accountant

Please print name and title on the line above

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

# RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission  
Illinois State Archives Building  
Springfield, Illinois 62756  
217 782-7075

**RECEIVED**

JAN 18 2006

**Directions:**

1. Fill in all blanks and columns. **LOC. REC. COMM.**
2. Sign and send certificate to above address sixty (60) days prior to disposal date.
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APPLICATION #: 81:286  
COUNTY: DuPage  
FROM: College of DuPage  
Agency Division  
ADDRESS: 425 Fawell Blvd  
Street, P.O. Box  
Glen Ellyn, IL 60137-6599  
City, ZIP Code  
TELEPHONE: (630) 942-4285

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
42	FOUNDATION FINANCIAL REPORTS (AUDIT)	1988 → 1998 ✓	4
67	MISCELLANEOUS OR NON-ESSENTIAL CORRESPONDENCE + REPORTS	1989 → 2000 ✓	6
93	INVENTORY (FIXED ASSETS INVENTORY FORM)	1984 - 1988 ✓	2
95	AUDIT WORK PAPERS	1992 - 1998 ✓	2
114	GRANT FILES	1993 - 1998 ✓	2
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

3/31/06

Nancy E. Gage  
Signature

1/11/06  
Date

NANCY E. GAGE, CHIEF ACCOUNTANT  
Please print name and title on the line above

(SC)

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

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

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

**RECEIVED**

FEB 07 2006

COUNTY: DuPage

FROM: College of DuPage

Agency Division

ADDRESS: 425 Fawell Boulevard

Street, P.O. Box

Glen Ellyn, IL 60137 - 6599

City, ZIP Code

TELEPHONE: (630) 942-4284

**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.**

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
75	Mid-Quarter Enrollment Verification and Withdrawal Forms	9/02 - <sup>3</sup> 8/03	4
113	Student Refunds	9/02 - 8/03 ✓	1
70	Grade and Attendance Record Sheets (digitally imaged)	9/02 - 8/03 ✓	16

**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

April 1, 2006

Suzanne M. Blasi 1/25/06  
Signature Date

Suzanne M. Blasi, Director of Admissions

Please print name and title on the line above

Registration & Records

LR-4.11

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

21 cf

SC

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

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

COUNTY: DuPage

**RECEIVED**

APR 11 2006

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.

**LOC. REC. COMM.**

TELEPHONE: 630 / 942 / 4285

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
132	PAYROLL TIME CARDS & SHEETS Arrangement: Chronological Recommendation: Retain 2 years and destroy.	1992-1998 ✓	50
130	PAYROLL CHECK REGISTERS Arrangement: Chronological Recommendation: Retain 2 years and destroy.	1995-1998 ✓	24

**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

**JUNE 5, 2006**

Signature

Date

**Director Financial Affairs/Controller**

Please print name and title on the line above

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

74 cf

SC

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81286

TO: Local Records Commission  
Illinois State Archives Building  
Springfield, Illinois 62756  
217 782-7075

**RECEIVED**

MAY 17 2005

COUNTY: DuPage

FROM: College of DuPage  
Agency Division

ADDRESS: 425 Fawell Blvd.

Street, P.O. Box

Glen Ellyn, IL 60137-6599

City, ZIP Code

TELEPHONE: (630) 942-4285

**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.**

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
113	Student Refund Reports BRS 2070 & BRS 2096 Reports These items are being requested for disposal upon approval of this application.	July 1, 1999 - June 30, 2002	60
122	Accounts Payable Invoices, Vouchers & Paid Bills These items are being requested for disposal as of July 1, 2006.	July 1, 1998 - June 30, 1999	70

**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

July 20, 2006

130 ct

Signature

Date

Director Financial Affairs/Controller

Please print name and title on the line above

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

Sc



# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81286

TO: Local Records Commission  
Illinois State Archives Building  
Springfield, Illinois 62756  
217 782-7075

**RECEIVED**

MAY 17 2006

COUNTY: DuPage

FROM: College of DuPage  
Agency Division

ADDRESS: 425 Fawell Blvd.

Street, P.O. Box

Glen Ellyn, IL 60137-6599

City, ZIP Code

TELEPHONE: (630) 942-4285

**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.**

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
113	Student Refund Reports BRS 2070 & BRS 2096 Reports These items are being requested for disposal upon approval of this application.	July 1, 1999 June 30, 2002 ✓	60
122	Accounts Payable Invoices, Vouchers & Paid Bills These items are being requested for disposal as of July 1, 2006.	July 1, 1998 - June 30, 1999 ✓	70

**Disposition  
Approved**

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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

July 20, 2006

Signature

Date

Director Financial Affairs/Controller

Please print name and title on the line above

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

Sc

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

To: Local Records Commission  
Illinois State Archives Building  
Springfield, Illinois 62756  
(217) 782-7075

COUNTY: DuPage

FROM: College of DuPage *Human Resources*  
Agency Division

**RECEIVED**

JUN 27 2006

**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. RES. COMM.**

ADDRESS: 425 Fawell Blvd  
*Street, P.O. Box*  
Glen, IL 60137-6599  
*City, Zip Code*

TELEPHONE: (630) 942-3410

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
149	Application for Employment - F/T Faculty & Administrators	2001-2003 ✓	24
150	Application for Employment - P/T Faculty	1999-2003 ✓	25.5
166	Equal Employment Opportunity Survey Cards	1999-2000 ✓	3
85	Terminated Student Employee Personnel Information	2000 ✓	3
155	Terminated Classified Employee Personnel Information	1987-2000 ✓	6
157	Terminated P/T Faculty Employee Personnel Information	2000 ✓	3
160	Faculty Assignment Sheets <i>Permanent retention</i>	1999-2000	<del>12</del>

**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 August 20, 2006

*Greg Joos* *6/20/06*  
Signature Date

Greg Joos, Human Resources Director

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

Please print name and title on the line above

*76.5 cf*

*SC*

DuPage

**STATE OF ILLINOIS  
RECORDS DISPOSAL CERTIFICATE**

APPLICATION FOR AUTHORITY  
TO DISPOSE OF ~~STATE~~ RECORDS  
# 81:286 LOCAL

To:

**RECEIVED**

From:

College of DuPage

Agency

ESL/ABE/ASE

Division, Bureau, Section

425 Fawell Blvd., Glen Ellyn, IL 60137-6599

Address

*Office of the Secretary of State*  
*State Records Commission*  
*Illinois State Archives*  
*Springfield, IL 62756*

**LOC. REC. COMM.**

ITEM NUMBER  
ON  
APPLICATION

TITLE OF RECORD SERIES  
ON APPLICATION

INCLUSIVE  
DATES  
OF RECORD

CUBIC FEET  
TO BE  
DESTROYED

114

Grant Files

FY2000 ✓

35.0

**Disposition  
Approved**

**DIRECTIONS**

1. Prepare one original and two carbons. Send the original and one carbon to the State Records Commission thirty (30) days prior to the disposal date. Retain one carbon for your file.
2. Do not dispose of materials until one copy is returned to your agency signed by the Chairman of the State Records Commission, in compliance with Section 4400.40(b) of the rules of the State Records Commission.

I hereby certify that in compliance with the above referenced application # 81:286, received from the State Records Commission, the records listed above will be disposed of on or after 9/11/06.

Sat Coleman  
Signature  
Associate Dean  
Title

7/11/06  
Date

APPROVED:

Chairman, State Records Commission  
Director, Illinois State Archives

Date

(Sc)

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

To: Local Records Commission  
Illinois State Archives Building  
Springfield, Illinois 62756  
(217) 782-7075

**RECEIVED**

JUL 3 1 2006

**OC. REC. COMM.**

COUNTY: DuPage

FROM: College of DuPage  
Agency Division

ADDRESS: 425 Fawell Blvd.  
Street, P.O. Box

Glen Ellyn, 60137 - 6599  
City, Zip Code

TELEPHONE: (630) 942-3410

**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.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
160	Faculty Assignment Sheets (This information is retained permanently in an electronic format. We are requesting to dispose of paper copies only.)  <b>Disposition Approved</b>	1999-2000 ✓	12

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]  
(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 September 24, 2006

[Signature]  
Signature

7-26-06  
Date

**Greg Joos, Human Resources Director**

Please print name and title on the line above

12 cf

Sc

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

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

**RECEIVED**

JAN 08 2007

COUNTY: DuPage

FROM: College of DuPage

ADDRESS: Agency Division  
425 Fawell Boulevard

Street, P.O. Box  
Glen Ellyn, IL 60137-6599

City, ZIP Code

TELEPHONE: ( 630 ) 942-4284

**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.**

**Disposition  
Approved**

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
75	Mid-Quarter Enrollment Verification and Withdrawal Forms	04/03 - <sup>04</sup> 08/04	6
113	Student Refunds	09/03 - 08/04 ✓	1
70	Grade and Attendance Record Sheets (digitally imaged)	09/03 - 08/04 ✓	16

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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  
April 1, 2007

Suzanne M. Blasi  
(Signature required only if records have been microfilmed or digitized)

Suzanne M. Blasi 1/3/07  
Signature Date  
Suzanne M. Blasi, Director of Admissions,  
Please print name and title on the line above  
Registration & Records  
LRA 11

23 of

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

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

COUNTY: DuPage

**RECEIVED**

MAR 22 2007

FROM: College of DuPage  
Agency Division

ADDRESS: 425 Fawell Blvd.

Street, P.O. Box  
Glen Ellyn, IL 60137  
City, ZIP Code

6599

**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.**

TELEPHONE: 630 / 942 / 4285

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
69	PURCHASE ORDERS AND REQUISITIONS (COPIES) (2-YEARS)	JULY 1997 - JUNE 2000 ✓	8
113	STUDENT REFUND REPORTS (2-YEARS)	JULY 2002 - JUNE 2004 ✓	88
122	ACCOUNTS PAYABLE INVOICES, VOUCHERS AND PAID BILLS (7-YEARS)	JULY 1999 - JUNE 2000 ✓	66
130	PAYROLL CHECK REGISTERS (7-YEARS)	JULY 1998 - JUNE 2000 ✓	24
132	PAYROLL TIME CARDS & TIME SHEETS (2-YEARS)	JULY 1998 - JUNE 2002 ✓	60

**Disposition  
Approved**

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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

July 1, 2007

Signature

Date

Chris Wodka, Director Financial Affairs/Controller

Please print name and title on the line above

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

246 of

50

Sc 3/22

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

To: Local Records Commission  
Illinois State Archives Building  
Springfield, Illinois 62756  
(217) 782-7075

**RECEIVED**

MAR 28 2007

**LOC. REC. COMM.**

COUNTY: DuPage

FROM: College of DuPage  
Agency Division

ADDRESS: 425 Fawell Blvd  
Street, P.O. Box  
Glen Ellyn, 60137 -6599  
City, Zip Code

TELEPHONE: (630) 942-2815

**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.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
82	Student Financial Aid Records  <b>Disposition Approved</b>	1998-1999 ✓ 1999-2000 ✓	24.67 28.19

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.

Mark V. Holysz  
(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 May 23, 2007

Mark V. Holysz 3-23-07  
Signature Date

Mark V. Holysz Director Student Financial Aid

Please print name and title on the line above

52.86 cf

SC

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

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

COUNTY: DuPage

FROM: College of DuPage  
Agency Division

ADDRESS: 425 Fawell Blvd.  
Street, P.O. Box  
Glen Ellyn, IL 60137  
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 / 4285

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
97	Company invoices (for training provided)	7/2000 - 7/2005	6

Disposition  
Approved

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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

10/15/07

Lolly Frederick  
Signature

8/2/07  
Date

Lolly Frederick

Please print name and title on the line above

6 cf

80



# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

To: Local Records Commission  
Illinois State Archives Building  
Springfield, Illinois 62756  
(217) 782-7075

**RECEIVED**

NOV 19 2007

COUNTY: DuPage

FROM: College of DuPage  
Agency Division

ADDRESS: 425 Fawell Blvd.  
Street, P.O. Box  
Glen Ellyn, IL 60137-6599  
City, Zip Code

TELEPHONE: (630) 942-3410

**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.**

*Disposition  
Approved*

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
157	Terminated PT Faculty Personnel Information	2000-2001 ✓	3.0
158	Terminated & Retired FT Faculty/Administrative Personnel Information	1994-2001 ✓	7.5
85	Terminated Student Employee Personnel Information	2001 ✓	3.0
155	Terminated & Retired Classified Personnel Files	1991-2001 ✓	3.0
160	Faculty Assignment Sheets & Sub Forms (This information is retained permanently in an electronic format. We are requesting to dispose of paper copies only).	2001 ✓	6.0
149	Applications for Employment - FT Faculty & Administrative	2001-2004 ✓	13.5
166	FT & PT Faculty & Classified Equal Employment Opportunity (EEO) Cards	10/1998-9/2002 ✓	10.5
150	Applications for Employment - Classified Employees	2004 ✓	10.5
149	Application Reports - Faculty & Administrative	2003-2004 ✓	1.5
150	Application Reports - Classified Employees	2003-2004 ✓	4.5
153	Terminated Benefited Employee Files	Thru 2000 ✓	1.5
151	Deceased Retirees Benefited Files	Thru 2000 ✓	1.5

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 12/15/07

Susan Censky 11/15/07  
Signature Date

Susan Censky, HR Manager

Please print name and title on the line above

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

bbcf

Sc

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

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

COUNTY: DuPage

**RECEIVED**

APR 23 2008

**LOC. REC. COMM.**

FROM: College of DuPage  
Agency Division

ADDRESS: 425 Fawell Blvd.  
Street, P.O. Box  
Glen Ellyn, IL 60137  
City, ZIP Code

-6599

TELEPHONE: 630 / 942 / 4285

**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.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
113	STUDENT REFUND REPORTS (2-YEARS)	JULY 2004 ✓ JULY 2005 ✓	32
122	ACCOUNTS PAYABLE INVOICES, VOUCHERS AND PAID BILLS (7-YEARS)	JULY 2000 ✓ JUNE 2001 ✓	66

**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

June 30, 2008

*Chris Wodka*

4/18/08

Signature

Date

Chris Wodka, Director Financial Affairs/Controller

Please print name and title on the line above

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

98 d

SC

# RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission  
Illinois State Archives Building  
Springfield, Illinois 62756  
217 782-7075

**RECEIVED**

MAY 14 2008

**LOC. REC. COMM.**

**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.

APPLICATION #: 81-286

COUNTY: DuPage

FROM: College of DuPage  
Agency Division

ADDRESS: 425 Fawell Boulevard  
Street, P.O. Box  
Glen Ellyn, IL 60137-6599  
City, ZIP Code

TELEPHONE: (630) 942-2620

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
75	Mid-Quarter Enrollment Verification and Withdrawal Forms	4/04-4/05 ✓	6
113	Student Refunds	9/04-8/05 ✓	1
70	Grade and Attendance Record Sheets (digitally imaged)	9/04-8/05 ✓	16

**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

May 8, 2008

July 8, 2008

*Jane L Smith*  
(Signature required only if records have been microfilmed or digitized)

23 of

*Jane L Smith* 5/8/08  
Signature Date  
Dean of Admissions Services and Registrar  
Please print name and title on the line above

50

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

To: Local Records Commission  
Illinois State Archives Building  
Springfield, Illinois 62756  
(217) 782-7075

COUNTY: DuPage

FROM: College of DuPage  
Agency Division

ADDRESS: 425 Fawell Blvd  
Street, P.O. Box

Glen Ellyn, IL 60137 -6599  
City, Zip Code

TELEPHONE: (630) 942.3757

**RECEIVED**

SEP 15 2008

**LOC. REC. COMM.**

**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.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
67	College wide electronic email correspondence  <b>Disposition Approved</b>	1995-2006 ✓	n/a

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 11/1/08

Chuck Currier  
Signature

9/10/08  
Date

Chuck Currier VP Information Technology

Please print name and title on the line above

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

SC

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

Sc 10/8

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

**RECEIVED**

OCT 20 2008

COUNTY: DuPage

FROM: College of DuPage  
Agency Division

ADDRESS: 425 Fawell Blvd.

Street, P.O. Box  
Glen Ellyn, IL 60137  
City, ZIP Code

--6599

**Directions:**

**LOC. REC. COMM.**

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 / 4285

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
66	Receipt of Payment	2005-2007 11/2006	35
97	Invoices back-up (paid Invoices)	2005-2007 11/2006	7

**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

12/22/2008

Signature

Date

Chris Wodka, Director Financial Affairs/Controller

Please print name and title on the line above

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

Se

42 d

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

To: Local Records Commission  
Illinois State Archives Building  
Springfield, Illinois 62756  
(217) 782-7075

COUNTY: DuPage

FROM: College of DuPage  
Agency Division

ADDRESS: 425 Fawell Blvd.  
Street, P.O. Box

Glen Ellyn, IL 60137 -6599  
City, Zip Code

TELEPHONE: (630) 942-3410

## 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.

**RECEIVED**

OCT 08 2008

**LOC. REC. COMM.**

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
149	Applications for Employment - Full-Time Faculty & Administrator	2004-2005 ✓	12.0
149	Applications for Employment - Full-Time Faculty & Administrator	2005-2006 ✓	27.0
150	Applications for Employment - Classified Employee	2005 ✓	6.0
149	Application Reports - Faculty & Administrator	2004-2005 ✓	1.5
149	Applications for Employment - Part-Time Faculty	2004-2005 ✓	1.5
157	Terminated Part-Time Faculty Personnel Information	2002 ✓	4.5
155	Terminated Classified Personnel Information	2002 ✓	3.0
160	Faculty Assignment Sheets & Sub Forms (This information is retained permanently in an electronic format. We are requesting to dispose of paper copies only).	2002	6.0

**Disposition  
Approved**

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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 12/3/08

Susan M. Censky 10/3/08  
Signature Date

Susan Censky, HR Manager

Please print name and title on the line above

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

61.5 cf

SC

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

TO: Local Records Commission  
Illinois State Archives Building  
Springfield, Illinois 62756  
217 782-7075

COUNTY: DuPage

FROM: College of DuPage  
Agency Division

ADDRESS: 425 Fawell Boulevard  
Street, P.O. Box  
Glen Ellyn, IL 60137-6599

City, ZIP Code  
TELEPHONE: (630) 942-2620

**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.

**RECEIVED**

JAN 28 2009

**LOC. REC. COMM.**

(Pastore)

**Disposition  
Approved**

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
75	Mid-Quarter Enrollment Verification and Withdrawal Forms	4/05 - 4/06 ✓	6
113	Student Refunds	9/05 - 8/06 ✓	1
70	Grade and Attendance Record Sheets (digitally imaged)	9/05 - 8/06 ✓	16

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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  
April 1, 2009

Jane L. Smith  
(Signature required only if records have been microfilmed or digitized)

23 of

Jane L. Smith 1/23/09  
Signature Date  
Please print name and title on the line above

Dean of Admissions Services  
and Registrar

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

To: Local Records Commission  
Illinois State Archives Building  
Springfield, Illinois 62756  
(217) 782-7075

**RECEIVED**  
MAR 24 2009  
MAR 24 2009  
**LRC REC. COMM.**  
**LRC 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

TELEPHONE: (630) 942-3757

## 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.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
67	College wide electronic email correspondence  <b>Disposition Approved</b>	Year 2007 ✓	n/a

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 5/17/09

Chuck Currier  
Signature

5/17/09  
Date

Chuck Currier, VP Information Technology

Please print name and title on the line above

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

PC



# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

To: Local Records Commission  
Illinois State Archives Building  
Springfield, Illinois 62756  
(217) 782-7075

**RECEIVED**

MAR 02 2009

**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

TELEPHONE: (630) 942-3410

**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.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
150	Classified (non-teaching) Application Reports A-Z (COD Box #5236 and #5237)	10/2004 to 9/2005 ✓	3.0
150	Classified (non-teaching) Application Reports A-Z (COD Box #5238)	10/2005 to 9/2006 ✓	1.5
* 158	Terminated Full-Time Faculty A-Z (COD Box #1150)	1982 to 1984 ✓	1.5
160	Sub Forms - Full and Part-Time Faculty A-Z (COD Box #1151) These records are kept permanently in electronic format - only paper copies will be destroyed.	Winter 2004 ✓	1.5

**Disposition  
Approved**

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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 4/26/2009

\* Susan Censky  
(Signature required only if records have been microfilmed or digitized.)

Susan Censky 2/27/09  
Signature Date  
Susan Censky, Interim HR Director  
Please print name and title on the line above

7.5 cf

sc

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81-286

*Sc 3 1/2*

To: Local Records Commission  
Illinois State Archives Building  
Springfield, Illinois 62756  
(217) 782-7075

**RECEIVED**

MAR 09 2009

**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

TELEPHONE: (630) 942-3820

**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.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
192	ICCB Occupational Follow-up Records  <b>Disposition Approved</b>	<i>1997- to 2003</i> ✓	<i>13.5 cf</i>

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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 May 30 2009

*Harlan Schweer* 3/5/09  
Signature Date

Harlan Schweer, Director, Office of

Please print name and title on the line above

Research and Planning

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

*13.5 cf*

*Sc*

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APPLICATION #: 81:286

To: Local Records Commission  
Illinois State Archives Building  
Springfield, Illinois 62756  
(217) 782-7075

**RECEIVED**

JUN 03 2009

**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

TELEPHONE: (630) 942-2815

*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.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
82	Student Financial Aid Records  <b>Disposition Approved</b>	2000-2001 ✓ 2001-2002 ✓	38.76 ✓ 49.34 ✓

39.  
49

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.

*Mark V. Holysz*

(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 August 1, 2009 or receipt of approval.

*Mark V. Holysz* 6-1-09  
Signature Date

Mark V. Holysz Director Student Financial Aid

Please print name and title on the line above

88 cf

Sc

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Illinois State Archives Building  
Springfield, Illinois 62756  
(217) 782-7075

COUNTY: DuPage

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Agency Division

ADDRESS: 425 Fawell Blvd.  
Street, P.O. Box

Glen Ellyn, IL 60137  
City, Zip Code

TELEPHONE: (630) 942-3410

## Directions:

1. Fill in all blanks and columns.
2. Sign and send certificate to above address **LCC REC. COMM.** sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

**RECEIVED**

OCT 15 2009

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
166	Classified and PT Faculty Equal Employment Opportunity Cards	10/00 - 9/04 ✓	6.0
150	Application for Employment - Classified Employee	6/05 - 6/07 ✓	19.50
149	Application for Employment - Faculty	7/04 - 6/05 ✓	1.5
157	Former Part-Time Faculty Files	2003	7.5
85	Student Employment Records (terminated)	2003 ✓	3.0
155	Classified Employee Personnel Information (terminated/retired)	2003 ✓	1.5
160	Part-Time Faculty Assignment Sheet - These records are kept permanently in electronic format - only paper copies will be destroyed.	9/02 - 3/03 ✓	6.0
158	Former Full-Time Faculty Files	2002-2004 ✓	1.5

**Disposition  
Approved**

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Susan Censky  
(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 12/7/2009

He-5 &

Susan Censky 10/7/09  
Signature Date

Susan Censky, Human Resources Director

Please print name and title on the line above

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

COUNTY: DuPage

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Agency Division

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Glen Ellyn, IL 60137  
City, ZIP Code

Directions:

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TELEPHONE: 630 / 942 / 4285

**RECEIVED**

OCT 20 2009

LOC. REC. COMM.

-6599

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
104	FY92 - FY09 Staff Services Work Orders - <i>Backup Reports</i> Box #'s 10, 17, 104, 170, 178, 180 - 188, 196, 213 - 216, 218 - 221, 223, 227 - 238	June 1, 1992 - July 31, 2007 ✓	72
95	FY91 - FY98 Audit Work Papers Box #'s 147 - 148	June 1, 1991 - July 31, 1998 ✓	4
65	FY90 - FY02 Cash Files/Invoice Sheets Box #'s 21, 122, 134, 146	June 1, 1990 - July 31, 2002 ✓	8
116	FY01 - FY03 Journal Voucher Backup Files Box #'s 125, 159, 161	June 1, 2001 - July 31, 2003 <i>2002</i>	6

**Disposition  
Approved**

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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

Signature

Date

*CHris Wodka*  
CONTROLLER / CHRIS WODKA

Please print name and title on the line above

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

90 of

SC

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 Illinois State Archives Building  
 Springfield, Illinois 62756  
 217 782-7075

APPLICATION #: 81:286

COUNTY: DuPage

FROM: College of DuPage  
 Agency Division

ADDRESS: 425 Fawell Boulevard  
 Street, P.O. Box  
Glen Ellyn, IL 60137-6599

City, ZIP Code  
 (630) 942-4284

**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.

**RECEIVED**

MAR 19 2010

**LOG. REC. COMM.**

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
75	Mid-Quarter Enrollment Verification and Withdrawal Forms	4/06 - 4/07 ✓	6
113	Student Refunds	8/06 - 8/07 ✓	1
70	Grade and Attendance Record Sheets (digitally imaged)	8/06 - 8/07 ✓	16

**Disposition  
Approved**

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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

April 1, 2010 5/16/2010

Jane L. Smith 3/16/10  
 Signature Date

Jane L. Smith, Registrar  
 Please print name and title on the line above

Jane L. Smith  
 (Signature required only if records have been microfilmed or digitized)

**23cA**

**50**

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Illinois State Archives Building  
Springfield, Illinois 62756  
(217) 782-7075

COUNTY: DuPage

FROM: College of DuPage  
Agency Division

ADDRESS: 425 Fawell Blvd.  
Street, P.O. Box

Glen Ellyn, IL 60137-6599  
City, Zip Code

TELEPHONE: ( 630 ) 942-2051

**Directions:**

APR 26 2010

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.

**RECORDED**

**LOG. REC. COMM.**

**Disposition  
Approved**

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
85	Terminated Students - <u>Employment Records</u> (COD Box #1123, #1124)	2002-2004 ✓	3.0
150	Classified Applications (COD Box #5222, #5223, #5224)	7/2007 - 12/2007 ✓	4.5
155	Terminated/Retired Classified Employees (COD Box #1111, #1122)	2002-2004 ✓	3.0
157	Terminated Part-Time Faculty (COD Box #1106)	2004 ✓	1.5
158	Terminated/Retired Full-Time Faculty (COD Box #1126, #1127, #1128)	2002-2004 ✓	4.5
160	Assignment Sheets/Sub Forms Full-Time and Part-Time Faculty (COD Box #1105, #1112, #1113, #1114, #1115, #1116) (These records are kept permanently in electronic format - only paper copies will be destroyed)	W/FL 2003 W/SP/SM/FL 2004 ✓	9.0
166	Faculty, Administrator and Classified EEO Cards (COD Box #5180, #5191, #5192, #5194)	2003/2004 ✓	6.0

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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 6/23/2010

*[Signature]*

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

Signature

Date

Linda Sands-Vanker, VP Human Resources

Please print name and title on the line above

31.5 cf

SC

504/26

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

To: Local Records Commission  
Illinois State Archives Building  
Springfield, Illinois 62756  
(217) 782-7075

**RECEIVED**

MAY 17 2010

**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

TELEPHONE: (630) 942-3757

## 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.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
67	College wide electronic email correspondence  <b>ITEM NOT APPROVED</b>	Daily deletion of all email older than 180 days.	n/a

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 180 days

Chuck Currie 5.14.2010  
Signature Date

Chuck Currie- VP Information Technology

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

Please print name and title on the line above

SC



# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

TO: Local Records Commission  
Margaret Cross Norton Building  
Springfield, IL 62756  
217-782-7075

RECEIVED

NOV 29 2010

LOC. REC. COMM

COUNTY: DuPage

FROM: College of Dupage

ADDRESS: 425 Fawell Blvd

Street, P.O. Box

Glen Ellyn, IL 60137

City, ZIP Code

TELEPHONE: (630) 942-2543

CONTACT: Jim Martner

**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.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
9.	Internal Audit Reports with Working Papers	1988-2002 ✓	4
Disposition Approved			

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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 1, 2011

1/23/2011

Signature

Jim Martner, Internal Auditor

Print Name and Title on line above

Date

11/23/10

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

Prepared by: Jim Martner

SC

# RECORDS DISPOSAL CERTIFICATE

RECEIVED

TO: Local Records Commission  
Margaret Cross Norton Building  
Springfield, IL 62756  
217-782-7075

FEB 07 2011

LOC. REC. COMM

**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.

APPLICATION #: 81:286

COUNTY: DuPage

FROM: College of DuPage

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

City, ZIP Code  
TELEPHONE: (630 ) 942-3757

CONTACT: Chuck Currier

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
67	College wide electronic email correspondence	Year 2008 & 2009 ✓	n/a
<b>Disposition Approved</b>			

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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

~~March 1, 2011~~ 4/4/2011

Signature

Date

*Chuck Currier*  
Print Name and Title on line above

2-4-2011

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

Prepared by: Chuck Currier, VP Information Technology

NTA

SC

# RECORDS DISPOSAL CERTIFICATE

## RECEIVED

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

APR 29 2011

APPLICATION #: 81:286

COUNTY: DuPage

AGENCY: College of DuPage

ADDRESS: 425 Fawell Blvd

Glen Ellyn, IL 60137-6599

TELEPHONE: (630) 942-2620

### Directions:

1. Prepare two (2) copies.
2. Sign and send original to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

LOC. REC. COMM

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
75	Midterm Enrollment Verification and Withdrawal Forms	4/07 - 4/08 ✓	6
113	Student Refunds	8/07 - 8/08 ✓	1
70	Grade and Attendance Record Sheets (digitally imaged)	8/07 - 8/08 ✓	16

Disposition  
Approved

"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."

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

~~May 1, 2011~~ 6/24/11

Jane L. Smith 4/25/11

Signature

Date

Jane L. Smith, Registrar

Please print name and title on the line above

LR-4.10

Jane L. Smith  
(Signature required only if records have been microfilmed.)

23 CP

SC

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

TO: Local Records Commission  
Margaret Cross Norton Building  
Springfield, IL 62756  
217-782-7075

**RECEIVED**

APR 25 2011

COUNTY: DuPage

FROM: College of DuPage

Agency Division  
ADDRESS: 425 Fawell Blvd  
Street, P.O. Box  
Glen Ellyn, IL 60137-6599

City, ZIP Code  
TELEPHONE: (630) 942-4355

CONTACT: Diane Link

**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.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
85	Terminated Students - Employment Records/Employee Verification (COD Box #1135, 1139)	1996-2005 ✓	3.0
155	Terminated Classified Employees (COD Box #1118, 1119)	2005 ✓	3.0
157	Terminated Part-Time Faculty (COD Box #1107, 1108, 1109)	2004/2005 ✓	4.5
160	Assignment Sheets/Sub Forms Full-Time and Part-Time Faculty* (COD Box #1117, 1129, 1130, 1136, 1137)	W/SP/SM/FL 2005 ✓	7.5
	*These records are kept permanently in electronic format		
166	Faculty, Administrator & Classified EEO Cards (COD Box #5181, 5183, 5184)	2005 ✓	4.5
150	Classified Applications (COD Box #5239, 5240, 5241, 5242, 5243, 5244, 5245, 5246, 5247)	1/2008 - 12/2008 ✓	13.5
150	Classified Application Reports (COD Box #5263, 5264)	10/2006 - 9/2007 ✓	3.0
149	FT Faculty & Administrator Applications (COD Box #5267)	2006 - 2007 ✓	1.5

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 6/20/2011

Signature: Linda Sands-Vanker, VP, HR Date: 4/19/11

Print Name and Title on line above

Linda Sands-Vanker, VP, Human Resources

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

Prepared by:

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

Sc 4/25

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

**RECEIVED**

APR 28 2011

COUNTY: DuPage

FROM: College of DuPage  
Agency Division

ADDRESS: 425 Fawell Blvd.  
Street, P.O. Box  
Glen Ellyn, IL 60137  
City, ZIP Code

-6599

**Directions:**

**LOC. REC. COMM**

TELEPHONE: 630 / 942 / 4285

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.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
132	Payroll Time Sheets	8/1994 - 6/2002 ✓	60
130	Payroll Check Registers	6/1994 - 7/2002 ✓	42

**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

6/24/11

*Lynn M. Sapota*  
Signature

4/25/11  
Date

102 ct

Lynn M Sapota

Please print name and title on the line above

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

Sc

# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

TO: Local Records Commission  
Margaret Cross Norton Building  
Springfield, IL 62756  
217-782-7075

RECEIVED

JUN 29 2011

**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

COUNTY: DuPage

FROM: College of DuPage

Agency Division  
ADDRESS: 425 Fawell Blvd

Street, P.O. Box  
Glen Ellyn, IL 60137 - 6599

City, ZIP Code

TELEPHONE: (630) 942-2815

CONTACT: Mark Holysz

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
82	Student Financial Aid Records	2002-2003 ✓	44.64
		2003-2004 ✓	61.38
		2004-2005 ✓	63.24
		2005-2006 ✓	53.94
		2006-2007 ✓	57.66
		2007-2008 ✓	63.24
		2008-2009 ✓	68.82
		2009-2010 ✓	109.74

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 September 1, 2011 or receipt of disposal approval.

*Mark V. Holysz* 06-27-2011  
Signature Date

Mark V. Holysz Director Student Financial Aid

Print Name and Title on line above

Prepared by: Mark V. Holysz

*Mark V. Holysz*  
(Signature required only if records have been microfilmed or digitized)

Printed by authority of the State of Illinois. March 2008 — 2.5M — LR 4.12

522.66

SC

# RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission  
Margaret Cross Norton Building  
Springfield, IL 62756  
217-782-7075

## RECEIVED

JUL 22 2011

### 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

APPLICATION #: 81:286

COUNTY: DuPage

FROM: College of DuPage

Agency Division

ADDRESS: 425 Fawell Blvd.

Street, P.O. Box

Glen Ellyn, IL 60137-6599

City, ZIP Code

TELEPHONE: ( 630 ) 942-3757

CONTACT: Chuck Carrier

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
67	College wide electronic email correspondence	Jan. 1, 2010 through June 30, 2010 ✓	N/A
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

July 12, 2011

Signature

Date

Chuck Carrier, VP Information Technology

Print Name and Title on line above

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

Prepared by :

# RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission  
Margaret Cross Norton Building  
Springfield, IL 62756  
217-782-7075

**RECEIVED**

OCT 11 2011

REC. COMM

## 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.

APPLICATION #: 81:826

COUNTY: DuPage

FROM: College of DuPage

ADDRESS: 425 Fawell Blvd

Street, P.O. Box

Glen Ellyn, IL 60137-6599

City, ZIP Code

TELEPHONE: (630) 942-3757

CONTACT: Chuck Currier

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
67	College wide electronic mail correspondence	July 1, 2010 through September 30, 2010	N/A
<b>Disposition Approved</b>			

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

~~October 31, 2011~~

12/5/11

Signature

Date

Chuck Currier, Vice President, IT

Print Name and Title on line above

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

Prepared by :

SC



# RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 81:286

TO: Local Records Commission  
Margaret Cross Norton Building  
Springfield, IL 62756  
217-782-7075

RECEIVED  
NOV 21 2011  
REC. COMM

COUNTY: DuPage

FROM: College of DuPage

ADDRESS: 425 Fawell Blvd  
Street, P.O. Box

Glen Ellyn, IL 60137 -6599

City, ZIP Code

TELEPHONE: (630) 942-2620

CONTACT: Katherine Thompson

**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.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
6	Athletic Eligibility Lists  <b>Disposition Approved</b>	1996 - 2008 ✓	1/2

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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 31, 2012

*Jane L. Smith*  
Signature

11/15/11

Date

Jane L. Smith, Registrar

Print Name and Title on line above

Prepared by: Katherine Thompson, Coordinator Student Records

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

528

SC

SC  
12/21/12

# RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission  
Margaret Cross Norton Building  
Springfield, IL 62756  
217-782-7075

RECEIVED

JAN 09 2012

**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.

LOG REC. COMM

APPLICATION #: 81:286

COUNTY: DuPage

FROM: College of DuPage

ADDRESS: 425 Fawell Blvd

Street, P.O. Box

Glen Ellyn, IL 60137-6599

City, ZIP Code

TELEPHONE: ( 630 ) 942-3757

CONTACT: Chuck Currier

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
67	College wide electronic email correspondence	Oct 1, 2010 through Dec 31, 2010 ✓	N/A

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

April 1, 2012

Signature

Date

Chuck Currier, VP Information Technology

Print Name and Title on line above

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

Prepared by : \_\_\_\_\_

SC