



DOCUMENT
TYPE

APPLICATION

FILE NUMBER

81:286

COUNTY

DU PAGE

CITY/TOWNSHIP

GLEN ELLYN

OFFICE

COLLEGE OF DU PAGE

Doc Part #

003



OFFICE OF THE SECRETARY OF STATE

LOCAL RECORDS COMMISSION

JESSE WHITE
Secretary of State
State Archivist

ILLINOIS STATE ARCHIVES
MARGARET CROSS NORTON BUILDING
SPRINGFIELD, IL 62756
(217) 782-7075
FAX: (217) 557-1928

July 1, 2014

COMMISSION MEMBERS

PAUL C. SCHMITZ
Christian County Board Chairman

DAVID A. JOENS
State Archivist Designee

GARY STOCKTON
State Historian Designee

PATTY A. SPRAGUE
St. Clair County Auditor

JAY SCOTT
Macon County State's Attorney

JEFFREY CLARKE
Mayor of Pawnee

Mr. Joe Brenner, Business Process Analyst
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137

Dear Mr. Brenner:

Per a request from your office or one of our records archivists, the Local Records Commission has approved the modification of Application for Authority to Dispose of Local Records #81:286 on July 1, 2014. Items 216 - 237 were added to your application.

Please attach the enclosed replacement pages to your original application and retain permanently. If we have enclosed an electronic copy of the original cover sheet, please retain the original signature sheet with the new copy.

If you have any questions, please do not hesitate to contact our office at (217) 782-7075 or (217) 782-7076.

Sincerely,

Robert C. Boots, Archival Program Administrator
Records Management Section
Illinois State Archives
rboots@ilsos.net

Enclosure(s)
RB:rm

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 DuPage	CITY Glen Ellyn	ZIP 60137	LOCAL RECORDS COMMISSION APPROVAL
AGENCY College of DuPage			<i>Robert E. Ausbury</i> CHAIRMAN
ADDRESS 425 Fawell Blvd.			
PHONE (630)942-2543			<i>William L. Decker</i> DIRECTOR, STATE ARCHIVES
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.			
<i>Kenneth J. Kolbet, Vice President - Administrative Affairs</i>			<i>June 2, 1981</i> DATE
Signature of Agency Head			
Date <i>May 26, 1981</i>			

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 DISPOSAL CERTIFICATES
ARE TO BE RETAINED PERMANENTLY.

APPLICATION FOR AUTHORITY TO
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(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
67.	<p data-bbox="340 378 1504 449">The title and recommendation of item #67 was amended and approved by the Local Records Commission on January 4, 2011.</p> <div data-bbox="1001 672 1158 702"><hr/>Chairman</div> <p data-bbox="340 746 1447 849"><u>MISCELLANEOUS OR NON-ESSENTIAL CORRESPONDENCE AND REPORTS</u> <u>(INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND</u> <u>NOT RELATED TO ANOTHER RECORD SERIES)</u></p> <p data-bbox="340 893 1025 1034">Dates: 1967- Volume: 200 Cu. Ft. Annual Accumulation: 50 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="340 1076 1480 1289">Recommendation: Purge files annually of all non essential correspondence. 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
	<p>The following items #216 - 237 were added to Application 81:286 and approved by the Local Records Commission on July 1, 2014.</p> <div data-bbox="1101 708 1252 740">Chairman</div>
216.	<p data-bbox="274 789 964 815"><u>BASIC NURSING ASSISTANT APPLICATIONS</u></p> <p data-bbox="274 859 938 1002">Dates: 2012- Volume: 1½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical</p> <p data-bbox="274 1044 1490 1187">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>
217.	<p data-bbox="274 1229 1021 1255"><u>CENTRAL STERILE PROCESSING APPLICATIONS</u></p> <p data-bbox="274 1300 938 1442">Dates: 2013- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="274 1485 1490 1627">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
218.	<div data-bbox="274 373 735 405"><u>CLASS REGISTRATION FORMS</u></div> <div data-bbox="274 447 956 590">Dates: 2011- Volume: 6 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</div> <div data-bbox="274 632 1490 772">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.</div>
219.	<div data-bbox="274 814 1000 846"><u>COLLEGE OF DUPAGE EMPLOYEE SPONSORSHIP</u></div> <div data-bbox="274 888 935 1031">Dates: 2009- Volume: 5 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Alphabetical</div> <div data-bbox="274 1066 1442 1136">These forms are completed by employees in Human Resources and sent to registration to waive tuition for employees.</div> <div data-bbox="274 1178 1430 1209">Recommendation: Retain for five (5) years, then dispose of.</div>
220.	<div data-bbox="274 1251 732 1283"><u>DEPARTMENT REQUEST FORMS</u></div> <div data-bbox="274 1325 935 1467">Dates: 2012- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</div> <div data-bbox="274 1503 1458 1608">These forms can be submitted by any department requesting full refund for students. These are usually due to college errors or cancelled classes.</div> <div data-bbox="274 1650 1409 1682">Recommendation: Retain for two (2) years, then dispose of.</div>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
221.	<p><u>DUAL CREDIT/DUAL ENROLLMENT REGISTRATION FORMS</u></p> <p>Dates: 2005- Volume: 30 Cu. Ft. Annual Accumulation: 4½ Cu. Ft. Arrangement: Chronological</p> <p>These forms are for high school students taking college courses/classes for dual credits.</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
222.	<p><u>EARLY ADMITTANCE FORMS</u></p> <p>Dates: 2012- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>These forms are for high school students looking for early admittance into college.</p> <p>Recommendation: Applicants who enter - retain for five (5) years, then dispose of. Applicants who don't enter - retain for three (3) years, then dispose of.</p>
223.	<p><u>EMERGENCY MEDICAL TECHNICIAN CLASS APPLICATIONS</u></p> <p>Dates: 2012- Volume: 1½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological and 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
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.	<u>VOCATIONAL SKILLS PROGRAM REGISTRATION FORMS</u> Dates: 2009- Volume: 1 ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical and Chronological 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.
237.	<u>WORK IN BUT DON'T LIVE IN DISTRICT LETTERS</u> Dates: 2009- Volume: 4½ Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological and Alphabetical 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.