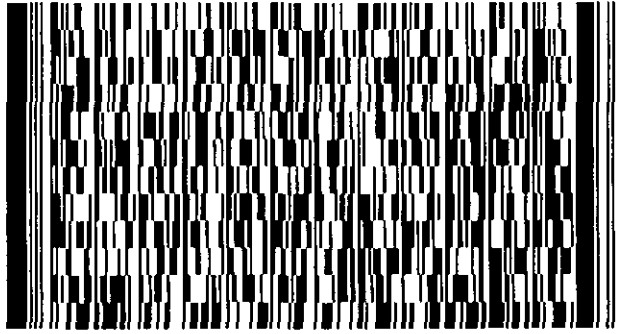


Reset Form

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DOCUMENT
TYPE

APPLICATION

FILE NUMBER

12:157

COUNTY

DU PAGE

CITY/TOWNSHIP

Glen Ellyn

OFFICE

College of DuPage

Doc Part #

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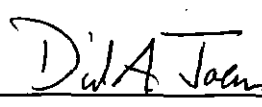
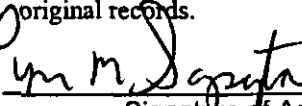
Inquiries and Applications to:

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

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

Application No. 12:157

Page 1 of 12

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

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF:

- AFTER THEIR INDIVIDUAL RETENTION PERIOD IS COMPLETE,
- IF THEY ARE CORRECTLY LISTED ON A RECORDS DISPOSAL CERTIFICATE SUBMITTED TO AND APPROVED BY THE LOCAL RECORDS COMMISSION SIXTY (60) DAYS PRIOR TO DISPOSAL,
- PROVIDING ANY LOCAL, STATE, AND FEDERAL AUDIT REQUIREMENTS HAVE BEEN MET,
- **AS LONG AS THEY ARE NOT NEEDED FOR ANY LITIGATION EITHER PENDING OR ANTICIPATED.**

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

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

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

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

Local Records Unit
 Illinois State Archives
 Margaret Cross Norton Building
 Springfield, IL 62756
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**APPLICATION FOR AUTHORITY TO
 DISPOSE OF LOCAL RECORDS**

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

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

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

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

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

Application No. 12:157
Page 2 of 13

(CONTINUATION SHEET)

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

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

Application No. 12:157
Page 3 of 13

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
5.	<p data-bbox="293 432 714 457"><u>BOOKSTORE REQUISITIONS</u></p> <p data-bbox="293 506 1015 646">Dates: 1995- Volume: 38 Cu. Ft. Annual Accumulation: 2½ Cu. Ft. Arrangement: Chronological</p> <p data-bbox="293 688 1409 747">Recommendation: Retain for two (2) years, then dispose of.</p>
6.	<p data-bbox="289 800 841 825"><u>BUDGET LEDGER/MONTHLY REPORTS</u></p> <p data-bbox="289 873 1010 1014">Dates: 1990- Volume: 22 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="289 1056 1404 1115">Recommendation: Retain for two (2) years, then dispose of.</p>
7.	<p data-bbox="284 1167 799 1192"><u>CANCELLED BONDS AND COUPONS</u></p> <p data-bbox="284 1241 1193 1381">Dates: July 1978- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological/Numerical</p> <p data-bbox="284 1423 1396 1518">Recommendation: Retain for two (2) years after cancellation or due date, then dispose of.</p>
8.	<p data-bbox="279 1570 1248 1596"><u>CANCELLED CHECKS, BANK STATEMENTS AND DEPOSIT SLIPS</u></p> <p data-bbox="279 1644 998 1785">Dates: September 1998- Volume: 130 Cu. Ft. Annual Accumulation: 10 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="279 1827 1425 1885">Recommendation: Retain for seven (7) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

Application No. 12:157
Page 4 of 13

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
9.	<p data-bbox="293 396 906 422"><u>CASH RECEIPTS AND REGISTER TAPES</u></p> <p data-bbox="293 470 1016 611">Dates: July 1996- Volume: 91 Cu. Ft. Annual Accumulation: 6 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="293 653 1409 709">Recommendation: Retain for two (2) years, then dispose of.</p>
10.	<p data-bbox="293 762 784 787"><u>CASH RECEIPTS (DUPLICATES)</u></p> <p data-bbox="293 835 1203 976">Dates: 2003- Volume: 9 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological/Numerical</p> <p data-bbox="293 1018 1458 1045">Recommendation: Retain for one (1) year, then dispose of.</p>
11.	<p data-bbox="293 1092 1010 1117"><u>CHECK STUBS, COPIES AND VOUCHER COPIES</u></p> <p data-bbox="293 1165 1008 1306">Dates: July 1997- Volume: 72 Cu. Ft. Annual Accumulation: 5 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="293 1348 1398 1404">Recommendation: Retain for two (2) years, then dispose of.</p>
12.	<p data-bbox="293 1457 623 1482"><u>DAILY CASH REPORTS</u></p> <p data-bbox="293 1530 1000 1671">Dates: 1995- Volume: 17 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="293 1713 1390 1770">Recommendation: Retain for two (2) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

Application No. 12:157
Page 5 of 13

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
13.	<p data-bbox="297 394 1040 422"><u>DATA PROCESSING TIME ACCOUNTING RECORDS</u></p> <p data-bbox="297 468 1016 606">Dates: 1980- Volume: 32 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="297 653 1409 709">Recommendation: Retain for two (2) years, then dispose of.</p>
14.	<p data-bbox="292 758 1320 785"><u>EMPLOYEES EXPENSES (TRAVEL, HOTEL, CLASSES, GAS, ETC.)</u></p> <p data-bbox="292 831 1011 970">Dates: 1980- Volume: 64 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="292 1016 1442 1073">Recommendation: Retain for seven (7) years, then dispose of.</p>
15.	<p data-bbox="285 1121 818 1148"><u>EMPLOYEE TRAVEL RESERVATIONS</u></p> <p data-bbox="285 1194 1005 1333">Dates: 1980- Volume: 32 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="285 1379 1450 1409">Recommendation: Retain for one (1) year, then dispose of.</p>
16.	<p data-bbox="279 1451 813 1478"><u>FOUNDATION FINANCIAL REPORTS</u></p> <p data-bbox="279 1524 1000 1663">Dates: 1999- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="279 1709 1442 1808">Recommendation: Retain monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

Application No. 12:157
Page 6 of 13

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
17.	<p data-bbox="293 394 899 420"><u>GRANT FUNDS LEDGERS (DUPLICATES)</u></p> <p data-bbox="293 468 1013 604">Dates: 1976- Volume: 36 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p data-bbox="293 646 1333 716">Recommendation: Retain until administrative use is complete, then dispose of.</p>
18.	<p data-bbox="289 758 537 783"><u>GRANT RECORDS</u></p> <p data-bbox="289 831 1008 968">Dates: 2008- Volume: 8½ Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="289 1010 1463 1115">Recommendation: Retain for three (3) years following date of final expenditure report, then dispose of.</p>
19.	<p data-bbox="282 1157 1406 1182"><u>IMPREST RECORDS (BANK RUNS, DISBURSEMENTS, SUMMARIES, ETC.)</u></p> <p data-bbox="282 1230 1003 1367">Dates: July 1991- Volume: 78 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="282 1409 1435 1478">Recommendation: Retain for seven (7) years, then dispose of.</p>
20.	<p data-bbox="277 1520 1057 1545"><u>INTERNAL AUDIT REPORTS AND WORKING PAPERS</u></p> <p data-bbox="277 1593 997 1730">Dates: 1990- Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="277 1772 1365 1877">Recommendation: Retain audit reports permanently. Retain work papers for two (2) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

Application No. 12:157
Page 7 of 13

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
21.	<p data-bbox="298 394 1016 422"><u>INVENTORY (FIXED ASSET INVENTORY FORM)</u></p> <p data-bbox="298 468 1016 611">Dates: July 1994- Volume: 3½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="298 653 1471 716">Recommendation: Retain for two (2) years after superseded by a new inventory, then dispose of.</p>
22.	<p data-bbox="293 758 938 785"><u>INVOICES, VOUCHERS, AND PAID BILLS</u></p> <p data-bbox="293 831 1011 974">Dates: July 2000- Volume: 280 Cu. Ft. Annual Accumulation: 24 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="293 1016 1446 1079">Recommendation: Retain for seven (7) years, then dispose of.</p>
23.	<p data-bbox="285 1121 670 1148"><u>LEDGERS AND JOURNALS</u></p> <p data-bbox="285 1194 1006 1337">Dates: 1998- Volume: 209 Cu. Ft. Annual Accumulation: 17 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="285 1379 1406 1407">These ledgers and journals/registers are for the following:</p> <ol data-bbox="329 1415 618 1591" style="list-style-type: none">1. General2. Checks3. Payables4. Receivables5. Payroll, etc. <p data-bbox="277 1633 1435 1696">Recommendation: Retain for seven (7) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

Application No. 12:157
Page 8 of 13

(CONTINUATION SHEET)

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

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

Application No. 12:157
Page 9 of 13

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
27.	<p data-bbox="293 436 638 462"><u>RECEIPT OF PAYMENT</u></p> <p data-bbox="293 506 1011 646">Dates: 1996- Volume: 16 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="293 688 740 716">Originals in accounting.</p> <p data-bbox="293 758 1404 825">Recommendation: Retain for two (2) years, then dispose of.</p>
28.	<p data-bbox="289 873 1256 898"><u>STATE APPORTIONMENT CLAIMS AND SUPPORTING DOCUMENTS</u></p> <p data-bbox="289 940 1044 1081">Dates: September 1998- Volume: 14 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="289 1123 1437 1188">Recommendation: Retain for seven (7) years, then dispose of.</p>
29.	<p data-bbox="280 1234 1401 1302"><u>STATE AND FEDERAL TAX STATEMENTS AND REPORTS (W-2'S, W-3'S, W-4'S, IL-941'S, IL-1099'S, ETC.)</u></p> <p data-bbox="280 1344 997 1484">Dates: 1989- Volume: 23 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="280 1526 1446 1734">Recommendation: Retain <u>W-4's</u> for five (5) years after termination of employment or until W-4 is superseded by a new W-4, then dispose of. Retain all <u>other tax forms</u> within this series for seven (7) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

Application No. 12:157
Page 10 of 13

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
30.	<p data-bbox="289 394 1120 420"><u>STUDENT AID VOUCHERS (INCLUDES CHECK COPIES)</u></p> <p data-bbox="289 466 1047 604">Dates: September 1998- Volume: 100 Cu. Ft. Annual Accumulation: 9 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="289 646 1437 709">Recommendation: Retain for seven (7) years, then dispose of.</p>
31.	<p data-bbox="289 751 698 777"><u>STUDENT REFUND RECORDS</u></p> <p data-bbox="289 823 1250 961">Dates: September 2004- Volume: 30 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Chronological/Alphabetical</p> <p data-bbox="289 1003 1437 1066">Recommendation: Retain for two (2) years, then dispose of.</p>
32.	<p data-bbox="289 1119 633 1144"><u>TAX LEVIES (COPIES)</u></p> <p data-bbox="289 1190 998 1329">Dates: 1967- Volume: 2½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="289 1371 1437 1434">Recommendation: Retain for two (2) years, then dispose of.</p>
33.	<p data-bbox="289 1486 592 1512"><u>TIME CARDS/SHEETS</u></p> <p data-bbox="289 1558 990 1696">Dates: July 2002- Volume: 20 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="289 1738 1437 1797">Recommendation: Retain for two (2) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

Application No. 12:157
Page 11 of 13

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
34.	<p data-bbox="290 390 578 415"><u>TUITION WAIVERS</u></p> <p data-bbox="290 464 1260 604">Dates: 1979- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological/Alphabetical</p> <p data-bbox="290 646 1422 747">Recommendation: Retain until information is recorded on students permanent transcript, then dispose of.</p>
35.	<p data-bbox="282 793 1065 819"><u>UTILITY TAX REPORTS AND BACK-UP DOCUMENTS</u></p> <p data-bbox="282 863 1003 1003">Dates: 1996- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="282 1045 1433 1182">Recommendation: Retain reports for seven (7) years, then dispose of. Retain backups for two (2) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

Application No. 12:157
Page 12 of 13

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
36.	<p data-bbox="285 384 743 411"><u>YEAR-END PAYROLL REPORTS</u></p> <p data-bbox="285 457 1006 594">Dates: 1980- Volume: N/A Annual Accumulation: N/A Arrangement: Chronological</p> <p data-bbox="285 636 906 741">From 1980-1999 in microfiche. 2000-2008 on C.D.'s. 2009 forward electronic database.</p> <p data-bbox="285 825 1453 1066">Recommendation: Retain for sixty (60) years or until terminated employee's seventy-eighth (78th) birthday, whichever occurs first, then dispose of. If the employee has not retired by age seventy-eight (78), retain for ten (10) years after termination of employment, then dispose of.</p> <p data-bbox="662 1108 1453 1360">If the employee is deceased retain for five (5) years after date of death, then dispose of provided no litigation is pending or anticipated. If litigation is pending retain until conclusion of all judicial action (including appeals), then dispose of.</p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

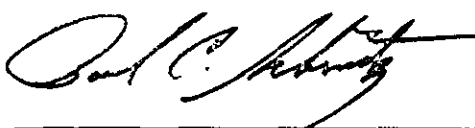
Application No. 12:157
Page 13 of 13

(CONTINUATION SHEET)

ITEM
NO.

DESCRIPTION OF ITEMS OR RECORDS SERIES

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



Chairman

37.

ADULT BASIC EDUCATION (SCANNED FROM 2010 FORWARD)

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

This record series consists of the following:

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

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