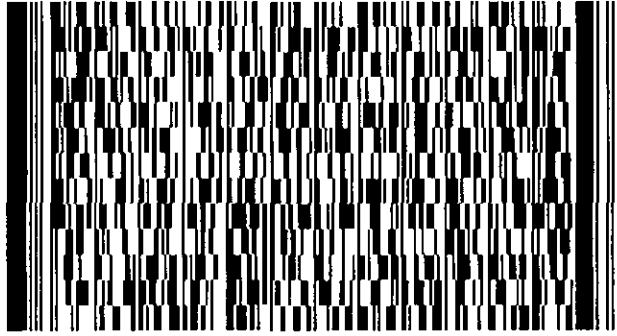


Reset Form

Print Form



DOCUMENT
TYPE

DISPOSAL CERTIFICATES

FILE NUMBER

12:157

COUNTY

DU PAGE

CITY/TOWNSHIP

Glen Ellyn

OFFICE

College of DuPage

Doc Part #

001

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: ~~81-288~~ 12:157

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

RECEIVED
APR 15 2013

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:

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 / 2219

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
3	Bank Reconciliation	1999-2005 ✓	36
4	Billing Records for (I.S.C.S, I.N.G./I.N.M, S.E.R.S/B.G., P.R., ect.)	1996-2005 ✓	111
6	Budget Ledger and Monthly Reports	1990-2010 ✓	6
7	Cancelled Bonds and Coupons	1978-2010 ✓	9
8	Cancelled Checks, Bank Statement and Deposit Slips	1998-2005 ✓	477
9	Cash Receipts and Register Tapes	1996-2010 ✓	210
10	Cash Receipts (Duplicates)	2003-2011 ✓	9
11	Check Stubs, Copies and Voucher Copies	1997-2010 ✓	87
14	Employee Expenses (Travel, Hotel, Classes, Gas, Ect.)	1980-2005 ✓	21
16	Foundation Financial Reports	1999-2010 ✓	30
18	Grant Reports	2008-2009 ✓	12
20	Internal Audit Reports and Working Papers	1990-2010 ✓	33
21	Inventory (Fixed Asset Inventory Form	1994-2010 ✓	66
22	Invoices, Vouchers and Paid Bills	2000-2005 ✓	267
23	Ledgers and Journals	1998-2005 ✓	255
24	Monthly, Annual Year to Date Reports all Areas	2005-2010 ✓	156
25	Payroll Updates and Edit Lists	1987-2010 ✓	90
26	Purchase Orders and Requisitions	2000-2011 ✓	18
27	Receipt of Payment	1996-2010 ✓	12
28	State Apportionment Claims and Supporting Docs.	1998-2005 ✓	15
29	State and Federal Tax Statements and Reports (W-2's, W-3's, W-4's, IL-941's, IL10--'s, ect.)	1989-2007 ✓	27
31	Student Refunds	2004-2010 ✓	24
33	Time Cards and Sheets	2002-2010 ✓	228
36	Year to Date Payroll Reports	1980-2000 ✓	3

**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 10, 2013

Lynn M. Sapyta
Signature

4/10/13
Date

Lynn M. Sapyta, Assistant VP Financial Affairs & Controller

Please print name and title on the line above

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

2202 cf

SC

RECORDS DISPOSAL CERTIFICATE

RECEIVED

APPLICATION #: 12 : 157

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1st Floor East - State Archives Building
Springfield, Illinois 62756
(217) 782-7075

COUNTY: DuPage

JUL 5 2013

FROM: College of DuPage
Agency Division

LOC. REC. COMM

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

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TELEPHONE: 630 / 942 / 2219

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
22	Invoices, Vouchers and Paid Bills	2005-2006 / <i>July</i>	84
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

6/18/2013 8/25/13
Lynn M. Sapyta
Signature Date

Lynn M. Sapyta, Assistant VP Financial Affairs & Controller

Please print name and title on the line above

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