

PURSUANT TO 5 ILCS 140/5

**A LIST OF CATEGORIES OF RECORDS
UNDER CITY OF ROCKFORD CONTROL**

AS SUBMITTED TO

**THE STATE OF ILLINOIS
LOCAL RECORDS COMMISSION**

State of Illinois
Local Records Commission
Archives Building
Springfield, Illinois 62756
217/782-7075

Application No. 90:131

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

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COUNTY Winnebago CITY Rockford, IL 60114
AGENCY City of Rockford-Board of Fire and Police Commissioners
ADDRESS 204 S. First Street (c/o Fire Department)
PHONE 815 / 654 / 4287

I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm copies will be made in accordance with standards of the Local Records Commission and will be adequate substitutes for the original records.



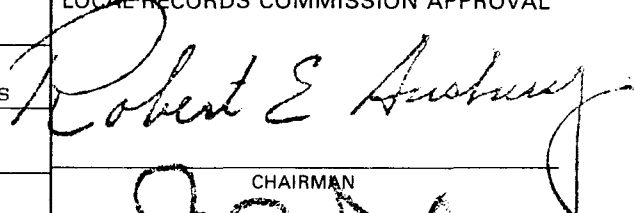
Signature of Agency Head

5/11/90

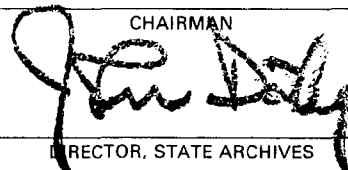
Date

~~XXXXXX SECRETARY~~ Roberta Holzwarth, Secretary

LOCAL RECORDS COMMISSION APPROVAL



CHAIRMAN



DIRECTOR, STATE ARCHIVES

JUN 05 1990

DATE

ITEM NO. DESCRIPTION OF RECORD SERIES

Records listed on this application may be disposed of:

- after their individual retention period is complete,
- 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,
- if they are correctly listed on a Records Disposal Certificate submitted to and approved by the appropriate Local Records Commission.

Any record on this application may be microfilmed and the record disposed of if the record is microfilmed in accordance with the standards of the Local Records Commission Rules and if the film is retained for the prescribed retention period. Disposal of records after microfilming must be noted on the Records Disposal Certificate.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p data-bbox="391 411 1114 474" style="text-align: center;"><u>CITY OF ROCKFORD</u> <u>BOARD OF FIRE AND POLICE COMMISSIONERS</u></p> <p data-bbox="61 537 1455 600">1. <u>APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND RECORDS DISPOSAL CERTIFICATES (ORIGINALS)</u></p> <p data-bbox="269 636 987 764">Dates: 1990 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="269 829 1003 856">Recommendation: Retain permanently.</p> <p data-bbox="61 924 1386 953">2. <u>FREEDOM OF INFORMATION ACT REQUESTS AND DENIALS (ORIGINALS)</u></p> <p data-bbox="269 989 987 1117">Dates: 1984 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="269 1150 1455 1278">This record series consists of Freedom of Information requests and denials maintained by the director of Community Development pursuant to the "Freedom of Information Act" (1987, <u>Illinois Revised Statutes</u>, Ch. 116, Par. 201 et. seq.).</p> <p data-bbox="269 1346 1365 1373">Recommendation: Retain for ten years, then dispose of.</p> <p data-bbox="61 1440 1446 1470">3. <u>ADMINISTRATIVE CORRESPONDENCE FILES (ORIGINALS AND DUPLICATES)</u></p> <p data-bbox="269 1505 967 1633">Dates: 1930 - Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="269 1667 1455 1755">This record series consists of correspondence and reports received and generated by the Board, on miscellaneous subject matters, etc.</p> <p data-bbox="269 1789 1455 1917">Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative, fiscal, legal, or historical value.</p>

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4.	<p data-bbox="272 394 1024 426"><u>ADMINISTRATIVE FISCAL FILES (DUPLICATES)</u></p> <p data-bbox="272 457 992 590">Dates: 1966 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="272 621 1463 846">This record series consists of the agency record copies of purchase orders and requisitions for the procurement of goods and services for the Board. Also included are budget proposals and other budget working papers. The official copy of all city agency city budget reports, requisitions, and purchase orders are retained by Finance Department, per items 200.01 and 700.05 of Application for Authority to Dispose of Local Records 90-111.</p> <p data-bbox="272 877 1369 909">Recommendation: Retain for two years, then dispose of.</p>
5.	<p data-bbox="272 951 1463 1014"><u>ANNUAL REPORTS OF THE BOARD OF THE POLICE AND FIRE COMMISSION (ORIGINALS)</u></p> <p data-bbox="272 1045 992 1178">Dates: 1930 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="272 1230 1463 1591">This record series includes reports submitted to the city council on activities of the Board and the Department of Public Safety during the previous year (i.e. statistics and narratives documenting actions of the Board). <u>1987, Illinois Revised Statutes, Ch. 24, par. 10-2.1-19</u> requires that board of fire and police commissioners submit to the mayor or the president annually (at any time) a report of their activities and of the rules in force and the practical effect thereof. In this report the board may make suggestions which the board believes would result in greater efficiency in the fire or police department. The mayor then transmits these reports to the City Council.</p> <p data-bbox="272 1623 1003 1654">Recommendation: Retain permanently.</p>

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6.	<p data-bbox="272 405 1088 436"><u>APPLICANT AND PROMOTIONAL FILES (ORIGINALS)</u></p> <p data-bbox="272 468 993 598"> Dates: 1945 - Volume: 1 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological </p> <p data-bbox="272 661 1461 888"> This record series includes exams, score sheets, and eligibility lists for individuals placed on the Eligibility Registers for new-hires or promotion. The exams and score sheets to be disposed will be only of those persons not hired or promoted. Exams and score sheets of employees of the Department of Public Safety are retained in the employee's official personnel file, see item 13 of this application. </p> <p data-bbox="272 888 1461 1308"> Under <u>1987, Illinois Revised Statutes, Ch. 24, par. 10-2.1-14</u> if a person is placed on an eligibility list and becomes overage before he is appointed to a police or a fire department, he remains eligible for appointment until the list is abolished pursuant to authorized procedures. The Board shall strike off the names of candidates for original appointment after such names have been on the list for more than 2 years (<u>1987, Illinois Revised Statutes, Ch. 24, par. 10-2.1-9</u>). The Board shall strike off the names of candidates for promotional appointment after they have remained thereon for more than 3 years, provided there is no vacancy existing which can be filled from the promotional register (<u>1987, Illinois Revised Statutes, Ch. 24, par. 10-2.1-15</u>). </p> <p data-bbox="272 1339 1461 1465"> Recommendation: Retain original appointment applicant files for two years after expiration of the eligibility list for that position, then dispose of. </p> <p data-bbox="646 1497 1461 1812"> Retain promotional files for three years after expiration of the eligibility list, then dispose of provided there is no vacancy existing which can be filled from the promotional register. If there is a vacancy which can be filled from the promotional register (after the expiration of three years from the creation of the list), then retain for three years after the vacancies have been filled. </p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
7.	<p data-bbox="272 401 1458 468"><u>APPLICANTS FILES (FAILED OR NOT PLACED ON ELIGIBILITY LIST)</u> <u>(ORIGINALS)</u></p> <p data-bbox="272 499 993 627">Dates: 1945 - Volume: 8 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="272 693 1458 856">This record series contains applications for original appointment in the Department of Public Safety submitted by persons who failed to complete the entire hiring process. Initial evaluations, background investigations, fingerprints, physicals, etc. may also be included.</p> <p data-bbox="272 888 1458 978">Recommendation: Retain for three years after the posting date of the eligibility list, then dispose of.</p>
8.	<p data-bbox="272 1052 1458 1083"><u>CERTIFICATES OF PUBLICATION AND NEWSPAPER CLIPPINGS (ORIGINALS)</u></p> <p data-bbox="272 1115 993 1243">Dates: 1939 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="272 1308 1458 1598">This record series includes certificates of publication and the supporting newspaper clippings for various notices required to be published under Illinois Revised Statutes and/or the board's rules and regulations. Included are notifications listing the places where the board's printed rules may be obtained and the date when the rule changes therein are to go into effect (1987, Illinois Revised Statutes, Ch. 24, par. 10-2.1-5) and notices of examination showing the time and place of every examination (Ch. 24, par. 10-2.1-13), etc.</p> <p data-bbox="272 1629 1352 1661">Recommendation: Retain for one year, then dispose of.</p>

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DESCRIPTION OF ITEMS OR RECORD SERIES

CITIZEN COMPLAINTS (ORIGINALS)

Dates: 1976 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of documents relative to complaints which have been filed against sworn personnel of the Public Safety Department, which the board has ruled after a preliminary hearing to be unfounded. Included are copies of letters notifying the complainant of the date of the preliminary hearing, investigation reports submitted by the Public Safety Department concerning the alleged violation(s), copies of letters to the department member stating the board has found the charges to be unfounded, and any other related correspondence.

If after the preliminary hearing the Board determines a formal disciplinary hearing is to be conducted, then the complaint records become part of the disciplinary files, see item 10 of this application).

Recommendation: Retain for one year after the charges are ruled unfounded, then dispose of.

DISCIPLINARY HEARINGS FILES (ORIGINALS)

Dates: 1942 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of written charges filed against sworn personnel in the Public Safety Department alleging employee misconduct; investigation reports prepared by the Department of Public Safety; exhibits; transcripts of the Board of Fire and Police Commissioners disciplinary hearings; copies of subpoenas sent to the complainant, defendant and any witnesses required to appear before the board; notification to respondent of the board's decision; and any related correspondence.

Under the auspices of 1987, Illinois Revised Statutes, Ch. 24, par. 10-2.1-17 no officer or member of the fire or police department of any municipality subject to Division 2.1

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11.	<p>shall be removed or discharged except for cause, upon written charges, and after an opportunity to be heard in his own defense. The Board is required to conduct a fair and impartial hearing on the charges within 30 days of the filing of the charges and such hearing may be continued from time to time. If the officer or member is found guilty, the board may discharge the employee or may suspend the employee without pay for a period not to exceed 30 days.</p> <p>The provisions of the Administrative Review Law and all amendments and modifications thereof, and the rules adopted pursuant thereto, shall apply to and govern all proceeding for the judicial review of final administrative decisions of the board. The term "administrative decision" is as defined in Section 3-101 of the Code of Civil Procedure (<u>1987, Illinois Revised Statutes</u>, Ch. 110, par. 3-101).</p> <p>Recommendation: Retain permanently.</p> <p><u>LEGAL CASE FILES (AGENCY RECORD COPIES)</u></p> <p>Dates: 1972 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of case files documenting lawsuits brought by the city or filed against the Board of Fire and Police Commissioners and/or it's employees. Included are copies of briefs, transcripts of hearings, correspondence, exhibits, legal opinions, decisions and orders of the court, subpoenas, etc.</p> <p>Recommendation: Retain case files for three years following closure of case, then dispose of except for legal opinions which are to be retained permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
12.	<p data-bbox="267 436 1458 499"><u>MINUTES OF THE BOARD OF POLICE AND FIRE COMMISSIONERS</u> <u>(ORIGINALS)</u></p> <p data-bbox="267 531 990 657">Dates: 1906 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="267 724 1003 751">Recommendation: Retain permanently.</p>
13.	<p data-bbox="267 856 779 884"><u>PERSONNEL FILES (ORIGINALS)</u></p> <p data-bbox="267 919 971 1045">Dates: 1906 - Volume: 13 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="267 1113 1458 1367">This record series contains applications for employment, psychological evaluations, oaths, verification of military service, certificates of appointment, examinations and/or score sheets, records of disciplinary action, fingerprint records, criminal history background checks, verification of education/training and past employment, letters of resignation and notification of retirement for all sworn personnel in the Public Safety Department.</p> <p data-bbox="267 1402 1458 1465">Recommendation: Retain permanently, per the request of the agency.</p>

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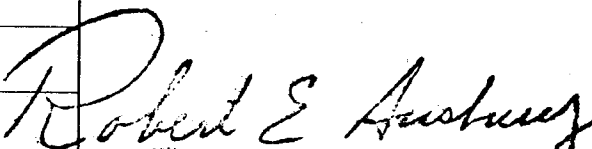
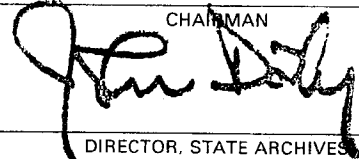
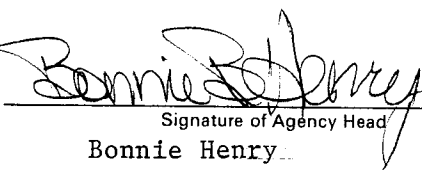
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
14.	<p data-bbox="272 436 1458 504"><u>RULES AND REGULATIONS OF THE BOARD OF FIRE AND POLICE COMMISSIONERS (ORIGINALS)</u></p> <p data-bbox="272 533 993 667">Dates: 1940 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="272 726 1458 856">This record series contains the rules and regulations promulgated by the Board to carry out the purpose of Article 10, Division 2.1 of the Municipal Code and for appointments and removals in accordance with the provisions of Division 2.1.</p> <p data-bbox="272 886 1010 919">Recommendation: Retain permanently.</p>

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COUNTY Winnebago	CITY Rockford	61104	LOCAL RECORDS COMMISSION APPROVAL
AGENCY City of Rockford - Building Department			 CHAIRMAN
ADDRESS 425 E. State Street, 7th Floor			
PHONE _____			 DIRECTOR, STATE ARCHIVES
I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm copies will be made in accordance with standards of the Local Records Commission and will be adequate substitutes for the original records.			
 Signature of Agency Head Bonnie Henry			JUL 03 1990 DATE

ITEM NO.	DESCRIPTION OF RECORD SERIES
	<p>Records listed on this application may be disposed of:</p> <ul style="list-style-type: none">- after their individual retention period is complete,- 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,- if they are correctly listed on a Records Disposal Certificate submitted to and approved by the appropriate Local Records Commission. <p>Any record on this application may be microfilmed and the record disposed of if the record is microfilmed in accordance with the standards of the Local Records Commission Rules and if the film is retained for the prescribed retention period. Disposal of records after microfilming must be noted on the Records Disposal Certificate.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
1.	<p data-bbox="641 451 946 483" style="text-align: center;"><u>CITY OF ROCKFORD</u></p> <p data-bbox="610 516 976 548" style="text-align: center;"><u>BUILDING DEPARTMENT</u></p> <p data-bbox="284 581 1425 709">This application contains records which were generated and received by the Building Division of the Community Development Office and records generated and received by the newly formed Building Department.</p> <p data-bbox="284 743 1214 774"><u>ADMINISTRATIVE CORRESPONDENCE AND REFERENCE FILES</u></p> <p data-bbox="284 808 998 936">Dates: 1950- Volume: 12 Cu. Ft. Annual Accumulation: 1 1/2 Cu. Ft. Arrangement: By subject</p> <p data-bbox="284 970 1425 1161">This record series consists of administrative correspondence with the office of the mayor, other city departments, etc. Also included are copies of various reports received and generated by the Building Department and copies of miscellaneous reference material used by the department such as copies of local ordinances.</p> <p data-bbox="284 1228 1425 1356">Recommendation: Retain for one (1) year, then dispose of all records provided all administrative, fiscal, legal, and/or historical value has expired.</p>
2.	<p data-bbox="284 1417 846 1449"><u>BUILDING PLANS (RECORD COPIES)</u></p> <p data-bbox="284 1482 1425 1610">Dates: 1960- Volume: 150 Cu. Ft. Annual Accumulation: 5 Cu. Ft. Arrangement: Chronological by year and by section</p> <p data-bbox="284 1644 1425 1772">This record series consists of building plans and blueprints for all industrial, commercial, and multi-family structures in Rockford as well as some single family residences.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
3.	<p>Recommendation: Retain residential plans for five (5) years, then dispose of. Retain commercial, industrial, and multi-family structure plans for two (2) years after the life of the structure, then dispose of.</p> <p><u>BUILDING PLAN LOG BOOKS (ORIGINALS)</u></p> <p>Dates: 1919- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of log books listing the date each set of building plans was submitted to the city for review.</p> <p>Recommendation: Retain permanently.</p>
4.	<p><u>BUILDING BOARD OF APPEALS, ELECTRICAL COMMISSION, AND MECHANICAL COMMISSION MEETING CASSETTE TAPE RECORDINGS (ORIGINALS)</u></p> <p>Dates: 1986- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of cassette recordings of meetings of the Building Board of Appeals, the Electrical Commission and the Mechanical Commission. Original meeting minutes are maintained permanently by this office as per item 5 of this application.</p> <p>Recommendation: Retain for sixty (60) days after the minutes of the meeting have been approved, then dispose of or erase.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
5.	<p><u>BUILDING BOARD OF APPEALS, ELECTRICAL COMMISSION, AND MECHANICAL COMMISSION MEETING MINUTES (ORIGINALS)</u></p> <p>Dates: 1940- Volume: 1 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
6.	<p><u>FISCAL ADMINISTRATION FILES (DUPLICATES)</u></p> <p>Dates: 1980- Volume: 12 Cu. Ft. Annual Accumulation: 1 1/2 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of duplicate requisitions, budget printouts, expense account reports, invoices, and receipts maintained by the Building Department to document the procurement of goods and services for the department. The city copies of record are maintained by the Finance Department, see Application for Authority to Dispose of Local Records 90:111, item 700.05 (requisitions and purchase orders), item 200.01 (accounting and budget reports), and item 200.12 (invoice vouchers).</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
7.	<p><u>INSPECTOR'S LOG SHEETS (RECORD COPIES)</u></p> <p>Dates: 1985- Volume: 4 1/2 Cu. Ft. Annual Accumulation: 1 1/2 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of log sheets maintained by the Building Department to record the activities of the department's building, property standards, plumbing, and electrical inspectors.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
8.	<p data-bbox="272 464 878 491"><u>LICENSE APPLICATIONS (ORIGINALS)</u></p> <p data-bbox="272 527 976 653">Dates: 1979- Volume: 3 Cu. Ft. Annual Accumulation: 1/3 Cu. Ft. Arrangement: Alphabetical</p> <p data-bbox="272 688 1419 821">This record series consists of all applications for electrical, mechanical, and plumbing licenses received by the Building Department. Applications are submitted for initial licensure and annually for license renewals.</p> <p data-bbox="272 848 1419 947">Recommendation: Retain for one (1) year following expiration or denial of license application, then dispose of.</p>
9.	<p data-bbox="272 1010 743 1037"><u>LICENSE STUBS (ORIGINALS)</u></p> <p data-bbox="272 1073 976 1199">Dates: 1979- Volume: 3 Cu. Ft. Annual Accumulation: 1/3 Cu. Ft. Arrangement: Alphabetical</p> <p data-bbox="272 1234 1419 1388">This record series consists of stubs from each electrical, mechanical, and plumbing license issued by the Department. The stubs list the number of each license, basic identification information about the contractor (the licensee), and the date of issuance.</p> <p data-bbox="272 1423 1419 1514">Recommendation: Retain for one (1) year following expiration of the license, then dispose of.</p>
10.	<p data-bbox="272 1556 894 1583"><u>MASTER BUILDING FILES (ORIGINALS)</u></p> <p data-bbox="272 1619 976 1745">Dates: 1915- Volume: 327 Cu. Ft. Annual Accumulation: 4 1/2 Cu. Ft. Arrangement: By address</p> <p data-bbox="272 1780 1419 1892">This record series consists of master building files maintained by the Building Department. These files serve as a reference file for the history of each commercial building in Rockford.</p>

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	<p>Included are notices of zoning changes, inspection reports, certificates of occupancy, plan review, notices of violation, complaints, copies of liens, and related correspondence.</p> <p>Recommendation: Retain for two (2) years after the life of the building, then dispose of.</p>
11.	<p><u>MASTER BUILDING PERMIT FILES (ORIGINALS)</u></p> <p>Dates: 1974- Volume: 28 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: By address</p> <p>This record series consists of all electrical, mechanical, building, and plumbing permits issued for each structure in the city.</p> <p>Recommendation: Retain for two (2) years after the life of the building, then dispose of.</p>
12.	<p><u>BUILDING DEPARTMENT MONTHLY REPORTS (ORIGINALS) AND MONTHLY REPORTS FROM THE BUILDING DIVISION (ORIGINALS)</u></p> <p>Dates: 1980- Volume: 1 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of monthly reports prepared by the Building Division, which was a part of the Community Development Department and the Building Department which became a separate department in 1989. These reports show the total number of inspections, total permits issued, total revenues collected, etc. Copies of the reports from the Building Division were submitted to the Director of the Department of Community Development and incorporated into the Department's monthly reports. The departmental reports were then submitted to the City Council.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
13.	<p><u>PAYROLL PRINTOUTS (DUPLICATES)</u></p> <p>Dates: 1980- Volume: 3 1/2 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of duplicate semimonthly payroll printouts listing the total hours worked during the pay period, amount of the gross pay, deductions, etc. for each employee of the Building Division of the Community Development Department and the Building Department.</p> <p>Original payroll reports are maintained by the Finance Department, see Application for Authority to Dispose of Local Records 90:111, item 500.07.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
14.	<p><u>PAYROLL TIME SHEETS (DUPLICATES)</u></p> <p>Dates: 1980- Volume: 3 1/2 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Alphabetical and Chronological</p> <p>This record series consists of duplicate time sheets for employees of the Building Department and the Building Division of the Community Development Department.</p> <p>The original payroll time sheets are maintained by the Finance Department, see Application for Authority to Dispose of Local Records 90:111, item 500.08.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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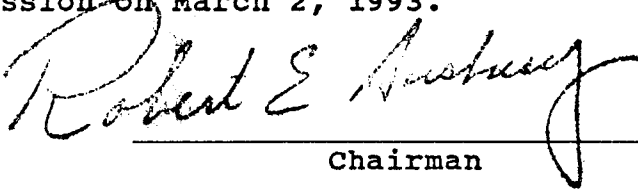
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
15.	<p data-bbox="282 436 714 468"><u>PERMIT LOGS (ORIGINALS)</u></p> <p data-bbox="282 504 1003 636">Dates: 1950- Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="282 667 1421 730">This record series consists of logs for all electrical, mechanical, plumbing, and building permits issued by the city.</p> <p data-bbox="282 762 1018 793">Recommendation: Retain permanently.</p>
16.	<p data-bbox="282 856 812 888"><u>PERSONNEL FILES (DUPLICATES)</u></p> <p data-bbox="282 924 998 1050">Dates: 1980- Volume: 1 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="282 1081 1427 1375">This record series consists of duplicate personnel files maintained for all employees of the Community Development Department, Building Division and the Building Department. Included in these files are attendance records, job descriptions, performance evaluations, letters of commendation, records of status changes, and records of any disciplinary action. The original personnel files are maintained by the Personnel Department, see Application for Authority to Dispose of Local Records 90:110, item 20.</p> <p data-bbox="282 1407 1427 1497">Recommendation: Retain for five (5) years following termination of employment, the dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
17.	<p data-bbox="261 436 1292 464"><u>SURETY BONDS AND CERTIFICATES OF INSURANCE (ORIGINALS)</u></p> <p data-bbox="261 499 967 625">Dates: 1970- Volume: 12 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Alphabetical</p> <p data-bbox="261 695 1411 1073">This record series consists of notices of bond and certificates of insurance maintained by the Community Development Department, Building Division and the Building Department for contractors, plumbers, electricians, tent erectors, and any other individuals or companies who must file one or both of these documents with the division. By ordinance, all contractors must submit a bond or certificate of insurance prior to licensure. Some additional surety bonds are retained by the city's Legal Department for construction of city owned facilities, see item 130.05 of the Legal Department's Application for Authority to Dispose of Local Records.</p> <p data-bbox="261 1108 1411 1171">Recommendation: Retain for three (3) years after expiration, then dispose of.</p> <hr data-bbox="545 1230 1179 1236"/> <p data-bbox="261 1268 1411 1331">Items 18-21 were added to Application 90:158 and approved by the Local Records Commission on March 2, 1993.</p> <p data-bbox="699 1318 1333 1507"> Chairman</p>
18.	<p data-bbox="261 1560 1122 1587"><u>ELECTRICAL AND MECHANICAL PERMIT APPLICATIONS</u></p> <p data-bbox="261 1623 1138 1749">Dates: 1992- Volume: 1 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological by date</p> <p data-bbox="261 1780 1411 1843">Recommendation: Retain for five (5) years after expiration of permit, then dispose of.</p>

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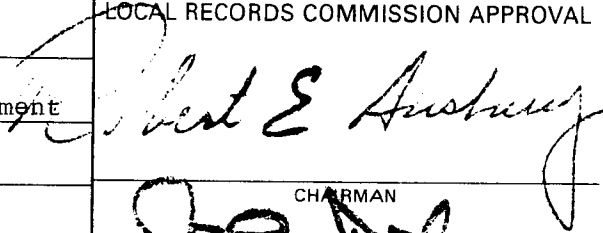
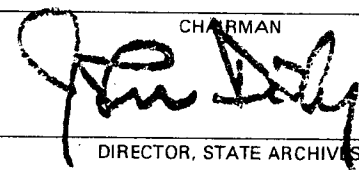
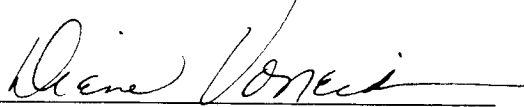
ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
19.	<u>WEED CONTROL FILES</u> Dates: 1991- Volume: 4 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological by date Recommendation: Retain for two (2) years after complaint has been resolved, then dispose of.
20.	<u>REQUEST FOR INSPECTION SHEETS (COMPLAINT)</u> Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by date Recommendation: Retain for two (2) years after inspection is complete, then dispose of.
21.	<u>GARAGE SALE PERMITS</u> Dates: 1990- Volume: 2½ Cu. Ft. Annual Accumulation: ¾ Cu. Ft. Arrangement: Chronological by date Recommendation: Retain for one (1) year after expiration of permit, then dispose of.

State of Illinois
Local Records Commission
Archives Building
Springfield, Illinois 62756
217/782-7075

Application No. 90:130

**APPLICATION FOR AUTHORITY TO
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COUNTY <u>WINNEBAGO</u>	CITY <u>Rockford 60114</u>	LOCAL RECORDS COMMISSION APPROVAL
AGENCY <u>City of Rockford - Department of Community Development</u>		 CHAIRMAN
ADDRESS <u>425 E. State Street</u>		
PHONE <u>815 / 987 / 5696</u>		 DIRECTOR, STATE ARCHIVES
I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm copies will be made in accordance with standards of the Local Records Commission and will be adequate substitutes for the original records.		
 Signature of Agency Head		DATE <u>JUN 05 1990</u>
<u>3/29/88</u> Date		
Diane Voneida, Director		

ITEM NO.	DESCRIPTION OF RECORD SERIES
	<p>Records listed on this application may be disposed of:</p> <ul style="list-style-type: none">- after their individual retention period is complete,- 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,- if they are correctly listed on a Records Disposal Certificate submitted to and approved by the appropriate Local Records Commission. <p>Any record on this application may be microfilmed and the record disposed of if the record is microfilmed in accordance with the standards of the Local Records Commission Rules and if the film is retained for the prescribed retention period. Disposal of records after microfilming must be noted on the Records Disposal Certificate.</p> <p>*Sample documents were submitted with this item.</p>

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WINNEBAGO COUNTY
City of Rockford
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.01	<p data-bbox="412 390 1081 516" style="text-align: center;"><u>CITY OF ROCKFORD</u> <u>DEPARTMENT OF COMMUNITY DEVELOPMENT</u> <u>DIRECTOR AND ACCOUNTING</u></p> <p data-bbox="248 579 626 611"><u>ADMINISTRATIVE FILES</u></p> <p data-bbox="248 642 1159 772">Dates: 1977- Volume: 36 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Alphabetical by subject</p> <p data-bbox="248 804 1438 1056">This record series consists of correspondence with the mayor's office, various departments of the city, various city committees and boards, private agencies, other government agencies, businesses, the general public, etc. along with copies of reports submitted to and received from other city departments (i.e. monthly reports from the Building Department, reports to the City Council, etc.), agencies, etc. regarding areas of interest to the department.</p> <p data-bbox="248 1094 1438 1188">Recommendation: Retain for one (1) year, then dispose of provided all administrative, fiscal, legal, and/or historical value has expired.</p>
100.02	<p data-bbox="248 1251 737 1283"><u>ANNUAL REPORTS (ORIGINALS)</u></p> <p data-bbox="248 1314 964 1444">Dates: 1980- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="248 1476 1438 1539">This record series consists of the annual department reports for the Community Development Department.</p> <p data-bbox="248 1570 1438 1602">Recommendation: Retain for seven (7) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.03	<p data-bbox="248 422 1372 451"><u>FREEDOM OF INFORMATION ACT REQUESTS AND DENIALS (ORIGINALS)</u></p> <p data-bbox="248 485 971 615">Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="248 648 1442 779">This record series consists of Freedom of Information requests and denials maintained by the director of Community Development pursuant to the "Freedom of Information Act" (<u>1987, Illinois Revised Statutes, Ch. 116, Par. 201 et. seq.</u>).</p> <p data-bbox="248 812 1433 842">Recommendation: Retain for ten (10) years, then dispose of.</p>
100.04	<p data-bbox="248 905 1437 968"><u>FEDERAL AND LOCAL GRANT FISCAL ADMINISTRATION FILES (RECORD COPIES)</u></p> <p data-bbox="248 1001 963 1131">Dates: 1971- Volume: 52 Cu. Ft. Annual Accumulation: 4 1/2 Cu. Ft. Arrangement: By program</p> <p data-bbox="248 1165 1437 1451">This record series consists of the city's record copies of disbursement requests, cancelled checks, deposit slips, bank statements, check copies, cash receipts, audits, and ledgers for all federally and locally funded grants (i.e. Community Development Block Grants, Urban Renewal Grants, etc.) administered by the Department of Community Development. Approved grant application are retained by the Legal Department, see Item 100.04 of the Legal Department's Application for Authority to Dispose of Local Records.</p> <p data-bbox="248 1484 1433 1547">Recommendation: Retain for three (3) years following final audit, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.05	<p data-bbox="256 430 1052 457"><u>TELEPHONE AND VEHICLE USE LOGS (ORIGINALS)</u></p> <p data-bbox="256 493 974 619">Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 655 1445 751">This record series consists of log sheets used to record long distance telephone calls and vehicle use by employees in the Community Development Department.</p> <p data-bbox="256 783 1429 814">Recommendation: Retain for two (2) years, then dispose of.</p>
100.06	<p data-bbox="256 877 592 905"><u>VEHICLE SCHEDULES*</u></p> <p data-bbox="256 940 1242 1066">Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by vehicle number</p> <p data-bbox="256 1102 1445 1228">This record series consists of sign-up sheets for persons requesting the use of the department's city owned vehicles. The individual requesting to use the vehicle signs this form indicating the dates and times the vehicle is requested.</p> <p data-bbox="256 1260 1429 1291">Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p style="text-align: center;"><u>ECONOMIC DEVELOPMENT DIVISION</u></p> <p>200.01 <u>ADMINISTRATIVE CORRESPONDENCE AND REFERENCE FILES (ORIGINALS AND DUPLICATES)</u></p> <p>Dates: 1980- Volume: 10 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: By subject</p> <p>This record series consists of correspondence with other city departments, various federal, state, and private agencies, etc. along with reference and informational materials regarding federal, state, and local economic development programs, minority business development, downtown development projects, etc.</p> <p>Recommendation: Retain for one (1) year, then dispose of provided all administrative, fiscal, legal, and/or historical value has expired.</p>
	<p>200.02 <u>CERTIFIED CITY APPLICATION FILES (ORIGINALS)</u></p> <p>Dates: 1985- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Random</p> <p>This record series consists of the application and all supporting documentation (certification that the city has a capital improvement program, surveys regarding police and fire protection, recreational services, cultural activities, public infrastructure, etc.) required for the city to be designated as a "Certified City" by the Illinois Department of Commerce and Community Affairs.</p> <p>The "Certified Cities Program" recognizes cities which have met economic development criteria in thirty-five (35) different categories by assistance in advertising, road signs, and promotion in nationwide publications.</p> <p>After initial certification, the city must apply for recertification every three (3) years.</p>
200.02	<p>Recommendation: Retain until all administrative value has expired, then transfer to the Illinois Regional Archives Depository (IRAD).</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.03	<p data-bbox="250 426 1365 453"><u>ECONOMIC DEVELOPMENT GRANT ADMINISTRATION FILES (ORIGINALS)</u></p> <p data-bbox="250 489 886 615">Dates: 1979- Volume: 8 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: By grant</p> <p data-bbox="250 646 1435 968">This record series consists of the administrative files for all state and federal economic development grants (i.e. Community Development Block Grants, Urban Development Administration Grants, Economic Development Administration Grants, etc.) received by the department. Included in these files are grant applications and related supporting documentation, notices of award, project reports, project evaluations, correspondence, etc. The originals are retained in the Director's Office by the department's Accounting Office, see Item 100.04 of this application.</p> <p data-bbox="250 1003 1435 1094">Recommendation: Retain for three (3) years following completion of the grant project, then dispose of.</p>
200.04	<p data-bbox="250 1163 1382 1190"><u>REJECTED ECONOMIC DEVELOPMENT GRANT APPLICATIONS (ORIGINALS)</u></p> <p data-bbox="250 1226 907 1352">Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: By grant</p> <p data-bbox="250 1383 1435 1509">This record series consists of <u>rejected</u> grant applications for Community Development Block Grants, Urban Development Administration Grants, Economic Development Administration Grants, etc. maintained by the department.</p> <p data-bbox="250 1541 1425 1568">Recommendation: Retain for three (3) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.05	<p data-bbox="256 384 1019 420"><u>ECONOMIC DEVELOPMENT STUDIES (ORIGINALS)</u></p> <p data-bbox="256 447 925 583">Dates: 1975- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: By subject</p> <p data-bbox="256 615 1448 709">This record series consists of various studies prepared by numerous government and private agencies regarding economic development in the Rockford area .</p> <p data-bbox="256 741 1448 867">Recommendation: Retain one copy of each study permanently. Retain <u>duplicate</u> copies until all administrative value has expired, then dispose of.</p>
200.06	<p data-bbox="256 930 1377 966"><u>FREEDOM OF INFORMATION ACT REQUESTS AND DENIALS (ORIGINALS)</u></p> <p data-bbox="256 993 977 1129">Dates: 1988- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 1161 1448 1287">This record series consists of Freedom of Information requests and denials maintained by the Economic Development Division pursuant to the "Freedom of Information Act" (<u>Ill. Rev. Stat. 1987</u>, Ch. 116, Par. 201 et seq.).</p> <p data-bbox="256 1318 1356 1354">Recommendation: Retain for ten years, then dispose of.</p>
200.07	<p data-bbox="256 1413 1432 1449"><u>PLANNING AND DEVELOPMENT COMMITTEE MEETING MINUTES (ORIGINALS)</u></p> <p data-bbox="256 1476 974 1612">Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 1644 1448 1770">This record series consists of cassette recordings of meetings of the Economic Development Division's Planning and Development Committee. Original meeting minutes are maintained by this office as per Item 300.08 of this application.</p> <p data-bbox="256 1801 1448 1896">Recommendation: Retain for sixty (60) days, then dispose of providing original minutes have been transcribed.</p>

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200.08	<p data-bbox="248 426 1422 453"><u>PLANNING AND DEVELOPMENT COMMITTEE MEETING MINUTES (ORIGINALS)</u></p> <p data-bbox="248 489 971 615">Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="248 651 1438 747">This record series consists of original minutes from the Economic Development Division's Planning and Development Committee meetings.</p> <p data-bbox="248 783 984 810">Recommendation: Retain permanently.</p>
200.09	<p data-bbox="248 877 1433 905"><u>SMALL BUSINESS ASSISTANCE LOAN ADMINISTRATION FILES (ORIGINALS)</u></p> <p data-bbox="248 940 1175 1066">Dates: 1983- Volume: 6 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by business</p> <p data-bbox="248 1102 1438 1356">This record series consists of the administrative files for the city's Small Business Loan Assistance Program, a locally funded loan program to assist existing and new businesses. Included within the files are: loan applications, copies of titles, loan disposition reports, verifications of income and bank accounts, copies of mortgages, any related correspondence, etc. Original financial documentation is maintained by the department's accounting office.</p> <p data-bbox="248 1392 1433 1451">Recommendation: Retain for seven (7) years following repayment of loan, then dispose of.</p>

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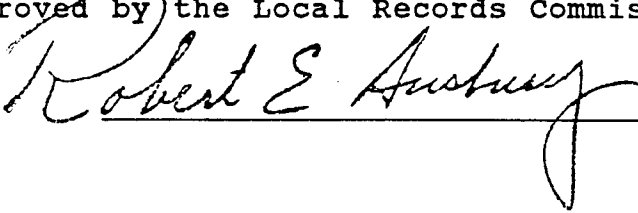
ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.10	<p data-bbox="250 401 1442 468"><u>SMALL BUSINESS ASSISTANCE LOAN APPLICATIONS - REJECTED OR INCOMPLETE APPLICATIONS AND SUPPORTING DOCUMENTS (ORIGINALS)</u></p> <p data-bbox="250 495 1177 625">Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by business</p> <p data-bbox="250 653 1442 783">This record series consists of rejected applications for the Small Business Assistance Loan program as well as applications from individuals who were accepted to the program but either dropped out or failed to take any further action.</p> <p data-bbox="250 810 1442 911">Recommendation: Retain for three (3) years following the date of rejection or acceptance, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p>The following items (200.11-200.12) were added to Application 90:130 and approved by the Local Records Commission on May 5, 1992.</p> <p> Chairman</p> <p>200.11 <u>SPECIAL SERVICE AREA #1 PROJECT FILES (INCLUDES ELIGIBILITY DOCUMENTATION [FIELD NOTES, COPIES OF STATE STATUTES AND REQUIREMENTS], COPIES OF CONTRACTS AND AGREEMENTS, CORRESPONDENCE, BIDS, REQUESTS FOR PROPOSALS, SPECIFICATIONS, NOTIFICATION DOCUMENTS [NOTICES, MAILING LISTS, COPIES OF LETTERS TO OWNERS], ETC.)</u></p> <p>Dates: 1977- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by special service area</p> <p>Recommendation: Retain original project records (original contracts, agreements, bids, requests for proposals, and specifications) for ten (10) years following completion of project, then dispose of. Retain copies of reports and reference materials until administrative use is complete, then dispose of. Retain all other records within this record series until special service area is dissolved, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.12.	<p><u>TAX INCREMENT FINANCING DISTRICT RECORDS (INCLUDES ELIGIBILITY DOCUMENTATION [FIELD NOTES, COPIES OF STATE STATUTES AND REQUIREMENTS], COPIES OF CONTRACTS AND AGREEMENTS, CORRESPONDENCE, COPIES OF DEEDS, PROJECT PROPOSALS, PUBLIC NOTICES, ETC.)</u></p> <p>Dates: 1979- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by district</p> <p>Recommendation: Retain <u>maps and legal descriptions</u> permanently. Retain <u>funding records</u> for seven (7) years, then dispose of. Retain <u>project records</u> for ten (10) years following completion of project, then dispose of. Retain <u>copies of reports and documents and reference materials</u> for administrative use is complete, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p data-bbox="435 422 1065 453" style="text-align: center;"><u>NEIGHBORHOOD DEVELOPMENT DIVISION</u></p> <p data-bbox="69 520 1185 552">300.01 <u>ADMINISTRATIVE CORRESPONDENCE AND REFERENCE FILES</u></p> <p data-bbox="251 585 917 714">Dates: 1972- Volume: 20 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: By subject</p> <p data-bbox="251 743 1445 936">This record series consists of correspondence with other city departments, the mayor's office, various state and federal agencies, etc. regarding loan and grant programs, policies and procedures, etc. along with copies of various studies, reports, and general reference materials from these departments and agencies.</p> <p data-bbox="251 970 1445 1064">Recommendation: Retain for one (1) year, then dispose of provided all administrative, fiscal, legal, and/or historical value has expired.</p>
300.02	<p data-bbox="251 1127 1442 1190"><u>COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT FILES (AGENCY RECORD COPIES)</u></p> <p data-bbox="251 1224 917 1352">Dates: 1978- Volume: 15 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: By project</p> <p data-bbox="251 1383 1445 1612">This record series consists of the administrative files for various infrastructure improvement projects carried out by the city using Community Development Block Grant funds. Documents contained within the files include: copies of contracts, bids, Davis-Bacon interviews of workers, wage records of workers, copies of payment requests, bills, and invoices, waivers of lien, work progress reports, and any related correspondence.</p> <p data-bbox="251 1642 1445 1705">Recommendation: Retain for three (3) years following the completion of project, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.03	<p><u>CONTRACTOR FILES (ORIGINALS)</u></p> <p>Dates: 1979- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of contractor files maintained by the Neighborhood Development Division. All contractors who work on grant and/or loan property improvement projects in Rockford are required to make application to the division to ensure that all federal, state, and local eligibility requirements are met. Documents typically contained within the files include: Applications for contractor eligibility, contractor credit reports and reference checks, contractor insurance certificates, and reports showing the ethnic status of owners of contracting firms.</p> <p>Recommendation: Retain for one (1) year following expiration of eligibility, then dispose of.</p>
300.04	<p><u>DEMOLITION FILES (DUPLICATES)</u></p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of documents maintained by the Planning Division regarding the demolition of structures, which have been demolished through the use of Community Development Block Grant funds: copies of contracts, bids, notices to contractors, contractor background information, statements of compliance, equal employment opportunity work force analyses, and any related correspondence. The original documentation of structure demolition is maintained by the City's Legal Department, see Items 110.16 (Demolition and Foreclosure Files) and 110.17 (Demolition Contracts) of the Legal Department's Application for Authority to Dispose of Local Records.</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.05	<p data-bbox="250 428 1438 491"><u>HOMESTEAD BOARD, CITIZEN PARTICIPATION COMMITTEE, AND PUBLIC SERVICE COMMITTEE MEETING MINUTES (ORIGINALS)</u></p> <p data-bbox="250 525 971 655">Dates: 1971- Volume: 6 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="250 688 1438 777">This record series consists of minutes from the meetings of the Homestead Board, the Citizen Participation Committee, and the Public Services Committee.</p> <p data-bbox="250 810 984 844">Recommendation: Retain permanently.</p>
300.06	<p data-bbox="250 911 1081 940"><u>QUARTERLY HUD REPORTS (AGENCY RECORD COPIES)</u></p> <p data-bbox="250 974 1438 1129">Dates: 1971- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by program, then Chronological</p> <p data-bbox="250 1163 1438 1356">This record series consists of quarterly reporting forms completed for the federal Department of Human and Urban Development detailing the status of all current grant projects in the city of Rockford. Separate quarterly reporting forms detailing the expenditure of funds for each type of grant are submitted to HUD.</p> <p data-bbox="250 1390 1438 1491">Recommendation: Retain for three (3) years following completion of the terms of all grants covered by the reports, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.07	<p data-bbox="256 430 1360 462"><u>NEIGHBORHOOD DEVELOPMENT GRANT FILE (AGENCY RECORD COPIES)</u></p> <p data-bbox="256 493 1344 651">Dates: 1971- Volume: 24 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: By program, then Alphabetical by street</p> <p data-bbox="256 682 1448 1008">This record series consists of the administrative files for all phases of federal and local property improvement grant programs (i.e. Section 312, Local Loan Assistance, Home Maintenance, etc.) administered by the Neighborhood Development Division. Documentation typically contained within the files includes: grant applications, chronological sheets, homeowner's proof of insurance, credit check reports, verification of income and bank accounts, escrow sheets showing payouts, title verifications, copies of bills, contracts, waivers of lien, bids, proceed orders, and work-item lists.</p> <p data-bbox="256 1039 1448 1102">Recommendation: Retain for three (3) years following completion of the project, then dispose of.</p>
300.08	<p data-bbox="256 1165 1448 1228"><u>REJECTED OR DROPPED NEIGHBORHOOD DEVELOPMENT LOAN OR GRANT APPLICANT FILES (AGENCY RECORD COPIES)</u></p> <p data-bbox="256 1260 1448 1417">Dates: 1979- Volume: 12 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: By program, then Alphabetical by street</p> <p data-bbox="256 1449 1448 1774">This record series consists of grant application files for those applicants whose applications were rejected and applicants who did not complete the grant application process for the various federal and local property improvement loan and Neighborhood Development grant programs administered by the department. Documents typically contained within the files include: chronological sheets, grant applications, homeowner's proof of insurance, credit check reports, verifications of income and bank accounts, property title verifications, and drop forms (if applicable).</p> <p data-bbox="256 1806 1393 1837">Recommendation: Retain for three years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.09	<p data-bbox="256 432 1446 489"><u>NEIGHBORHOOD DEVELOPMENT LOAN PROGRAM FILES (AGENCY RECORD COPIES)</u></p> <p data-bbox="256 527 1341 680">Dates: 1971- Volume: 58 Cu. Ft. Annual Accumulation: 4 1/2 Cu. Ft. Arrangement: By program, then Alphabetical by street</p> <p data-bbox="256 720 1446 938">This record series consists of the administrative files for all phases of federal and local property improvement loan programs (i.e. Minimum Property Standards, Rental Rehabilitation, Seventh Street Tax Increment Financing Loan Programs, etc.) administered by the Neighborhood Development Division. Documentation typically contained within the files includes:</p> <ol data-bbox="326 978 1206 1612" style="list-style-type: none">1. grant applications2. chronological sheets3. homeowner's proof of insurance4. credit reports5. verifications of income and bank accounts6. escrow sheets showing payouts7. title verifications8. copies of bills9. contracts10. waivers of lien11. proceed orders12. bids13. work-item lists14. property appraisals15. mortgages16. notes17. truth in lending forms18. rights of recession19. legal opinions20. insurance binders <p data-bbox="256 1650 1442 1707">Recommendation: Retain for seven (7) years following closure of loan obligation, then dispose of.</p>


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The following item #300.10 has been added to this application and approved by the Local Records Commission on January 6, 2004.


Chairman

300.10

CASH RECEIPTS

Dates: 1998-
Volume: 2 Cubic Feet
Annual Accumulation: ½ Cubic Feet
Arrangement: Numerical (by receipt #)

Recommendation: Retain for two (2) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p data-bbox="581 422 919 449" style="text-align: center;"><u>PLANNING DIVISION</u></p> <p data-bbox="613 485 886 512" style="text-align: center;"><u>ADMINISTRATION</u></p> <p data-bbox="66 583 1190 611">400.01 <u>ADMINISTRATIVE CORRESPONDENCE AND REFERENCE FILES</u></p> <p data-bbox="253 646 919 772">Dates: 1980- Volume: 16 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Numerical</p> <p data-bbox="253 806 1446 999">This record series consists of correspondence with other departments of the City of Rockford, various state, federal, and private agencies, citizens, etc. along with various reference material regarding planning programs, economic and employment statistics, school enrollments, environmental regulations, copies of city ordinances, etc.</p> <p data-bbox="253 1033 1446 1125">Recommendation: Retain for one (1) year, then dispose of provided all administrative, fiscal, legal, and/or historical value has expired.</p>
400.02	<p data-bbox="253 1192 1013 1220"><u>FISCAL ADMINISTRATION FILES (DUPLICATES)</u></p> <p data-bbox="253 1255 974 1381">Dates: 1983- Volume: 2 1/2 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="253 1415 1446 1570">This record series consists of duplicate purchase requisitions, purchase orders, invoice vouchers, and departmental budgets. Original fiscal records are maintained by the finance department, see Application for Authority to Dispose of Local Records 90:111.</p> <p data-bbox="253 1604 1425 1633">Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.03	<p data-bbox="251 420 1437 493"><u>CODES AND REGULATION COMMITTEE MEETING CASSETTE RECORDINGS (ORIGINALS)</u></p> <p data-bbox="251 514 974 651">Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="251 682 1437 808">This record series consists of cassette recordings of meetings of the Planning Division's Codes and Regulation Committee. Original minutes of these meetings are maintained by this office as per Item 500.04 of this application.</p> <p data-bbox="251 840 1437 934">Recommendation: Retain for sixty (60) days, then dispose of providing original minutes have been transcribed.</p>
400.04	<p data-bbox="251 997 1347 1039"><u>CODES AND REGULATION COMMITTEE MEETING MINUTES (ORIGINALS)</u></p> <p data-bbox="251 1060 974 1197">Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="251 1228 1437 1291">This record series consists of minutes from meetings of the Planning Division's Codes and Regulation Committee.</p> <p data-bbox="251 1323 982 1354">Recommendation: Retain permanently.</p>
400.05	<p data-bbox="251 1417 1112 1459"><u>FLOOD INFORMATION FILES (AGENCY RECORD COPIES)</u></p> <p data-bbox="251 1480 925 1617">Dates: 1974- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical</p> <p data-bbox="251 1648 1437 1806">This record series consists of reference information (charts, maps, location descriptions, etc.) regarding various flood plans within the City of Rockford along with flood insurance studies and other reference information from the National Flood Insurance Program.</p> <p data-bbox="251 1837 982 1869">Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.06	<p data-bbox="250 428 1146 459"><u>FREEDOM OF INFORMATION ACT REQUESTS AND DENIALS</u></p> <p data-bbox="250 493 974 621">Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="250 655 1442 783">This record series consists of Freedom of Information requests and denials maintained by the Planning Division pursuant to the "Freedom of Information Act" (<u>Ill. Rev. Stat. 1987, Ch. 116, Par. 201 et seq.</u>).</p> <p data-bbox="250 816 1433 848">Recommendation: Retain for ten (10) years, then dispose of.</p>
400.07	<p data-bbox="250 913 816 945"><u>PAYROLL PRINTOUTS (DUPLICATES)</u></p> <p data-bbox="250 978 969 1106">Dates: 1983- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="250 1140 1438 1302">This record series consists of semimonthly payroll printouts listing for each employee of the Planning Division the total hours worked, gross pay, total deductions, etc. Original payroll information is maintained by the Finance Department, see Application for Authority to Dispose of Local Records 90:111.</p> <p data-bbox="250 1335 1344 1367">Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.08	<p data-bbox="251 430 1226 462"><u>R.A.T.S. REIMBURSEMENT FILES (AGENCY RECORD COPIES)</u></p> <p data-bbox="251 493 974 625">Dates: 1981- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="251 657 1445 877">This record series consists of financial reimbursement documents related to payments received by the Rockford Area Transportation Study (RATS) from the Illinois Department of Transportation for various planning services and information provided. Included within the files are: copies of cash receipts, copies of checks, state invoice vouchers, cost reports, and IDOT grouping sheets (Form BFM 1158).</p> <p data-bbox="251 909 1445 976">Recommendation: Retain for three (3) years following final compliance, then dispose of.</p>
400.09	<p data-bbox="251 1039 990 1071"><u>REPORT/PLAN/STUDY FILES (RECORD COPIES)</u></p> <p data-bbox="251 1102 917 1234">Dates: 1946- Volume: 12 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical</p> <p data-bbox="251 1266 1445 1549">This record series consists of various reports, plans, and studies prepared by the Planning Division and various government and private agencies regarding such topics as: the history of the City-County Planning Commission and the Commission's bylaws, etc., City-County Planning Commission evaluation studies, personnel policies and practices, reports on regional planning, community profiles, neighborhood profiles, city-county building proposals, civil defense plans, year 2000 plans, land use plans, zoning ordinances, sidewalk/bikeway studies, etc.</p> <p data-bbox="251 1581 1445 1680">Recommendation: Retain one copy of each permanently. Retain <u>duplicate copies</u> until all administrative value is complete, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.10	<p data-bbox="250 436 699 464"><u>TIME SHEETS (DUPLICATES)</u></p> <p data-bbox="250 499 1289 630">Dates: 1983- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical and Chronological</p> <p data-bbox="250 661 1435 819">This record series consists of time sheets for employees of the Planning Division. Original time sheets are retained by the Finance Department as per Item 500.08 (Time Sheets) of the Finance Department's Application for Authority to Dispose of Local Records 90:111.</p> <p data-bbox="250 854 1419 890">Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p data-bbox="589 432 919 462"><u>PLANNING DIVISION</u></p> <p data-bbox="427 495 1081 525"><u>ROCKFORD AREA TRANSPORTATION STUDY</u></p> <p data-bbox="256 592 1190 621"><u>ADMINISTRATIVE CORRESPONDENCE AND REFERENCE FILES</u></p> <p data-bbox="256 657 974 783">Dates: 1970- Volume: 4 1/2 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Numerical</p> <p data-bbox="256 816 1446 976">This record series consists of correspondence with other departments of the City of Rockford, various state, federal, and private agencies, etc. along with various informational reference material regarding transportation planning, planning programs, etc.</p> <p data-bbox="256 1010 1446 1106">Recommendation: Retain for one (1) year, then dispose of provided all administrative, fiscal, legal, and/or historical value has expired.</p>
410.02	<p data-bbox="256 1169 1032 1199"><u>AERIAL PHOTOGRAPHS (AGENCY RECORD COPIES)</u></p> <p data-bbox="256 1234 919 1360">Dates: 1939- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: None</p> <p data-bbox="256 1394 1446 1520">This record series consists of aerial photographs of Rockford and surrounding Winnebago County. These photographs are utilized by R.A.T.S. in the planning of transportation routes.</p> <p data-bbox="256 1554 987 1583">Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
410.03	<p data-bbox="253 428 919 457"><u>COOPERATIVE AGREEMENTS (DUPLICATES)</u></p> <p data-bbox="253 491 974 617">Dates: 1963- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="253 651 1442 940">This record series consists of copies of cooperative agreements between the City of Rockford and the Greater Rockford Airport Authority, the Rockford Mass Transit District, the Winnebago County Highway Department, etc. to conduct various studies and develop plans for transportation in the Greater Rockford Urban Area. The city copy of record (originals) are maintained by the City's Legal Department as per item 110.21 (General Services Agreements) of their Application for Authority to Dispose of Local Records.</p> <p data-bbox="253 974 1442 1037">Recommendation: Retain for two (2) years following expiration of agreement, then dispose of.</p>
410.04	<p data-bbox="253 1100 643 1129"><u>CONTRACTS (ORIGINALS)</u></p> <p data-bbox="253 1163 967 1289">Dates: 1975- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="253 1323 1442 1486">This record series consists of various contracts between the Rockford Area Transportation Study (RATS) and the Illinois Department of Transportation, the Urban Mass Transit Administration, the U.S. Department of Transportation, etc. for funding for various transportation studies, plans, etc.</p> <p data-bbox="253 1520 1442 1583">Recommendation: Retain for ten years following completion of terms of the contract, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
410.05	<p data-bbox="253 426 1433 489"><u>R.A.T.S. POLICY AND TECHNICAL COMMITTEE MEETING MINUTES (ORIGINALS)</u></p> <p data-bbox="253 520 967 653">Dates: 1963- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="253 684 1433 779">This record series consists of original minutes from the meetings of the Rockford Area Transportation Study's Policy and Technical Committees.</p> <p data-bbox="253 810 980 842">Recommendation: Retain permanently.</p>
410.06	<p data-bbox="253 909 678 940"><u>RESOLUTIONS (ORIGINALS)</u></p> <p data-bbox="253 972 967 1104">Dates: 1963- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="253 1136 1433 1230">This record series consists of original resolutions of the Rockford Area Transportation Study's Policy and Technical Committees.</p> <p data-bbox="253 1262 1433 1388">Recommendation: Retain originals for sixty (60) days, then dispose of if incorporated in the minutes. Retain duplicates for sixty days, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
410.07	<p data-bbox="256 436 1279 464"><u>STUDIES AND PLANNING REPORTS (ORIGINALS AND DUPLICATE)</u></p> <p data-bbox="256 499 971 625">Dates: 1965- Volume: 4 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical</p> <p data-bbox="256 661 1445 856">This record series consists of various transportation studies and survey reports regarding transportation in the Rockford area completed by the Rockford Area Transportation Study (RATS), by private consultants, local, state, and federal agencies (i.e. Illinois Department of Transportation, Rockford Mass Transit District, etc.), etc.</p> <p data-bbox="256 856 1445 955">Examples of these studies include the RMTD Joint Facility Heliport Study, Springfield/Harrison Connection Study, Hazardous Cargo Routes Study, Urban Goods Movement Study, etc.</p> <p data-bbox="256 982 1315 1018">Recommendation: Retain one copy of each permanently.</p>
410.08	<p data-bbox="256 1081 1442 1144"><u>TRANSPORTATION IMPROVEMENT PROGRAM REPORTS (ORIGINALS AND DUPLICATES)</u></p> <p data-bbox="256 1180 971 1306">Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 1339 1445 1654">This record series consists of Transportation Improvement Program reports prepared annually by the Rockford Area Transportation Study for the U.S. Department of Transportation, the Federal Highway Administration, the Urban Mass Transportation Administration, and the State of Illinois to outline cost estimates and funding of future transportation projects, summarize funding of past projects, etc. These reports must be submitted to all of the above agencies to enable the city to receive funds for planning and construction related to transportation projects/systems.</p> <p data-bbox="256 1690 1442 1816">Recommendation: Retain originals or record copies for seven (7) years, then dispose of. Retain duplicate copies until administrative use is complete, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
410.09	<p><u>TRANSPORTATION PLANNING MAPS (ORIGINALS AND DUPLICATES)</u></p> <p>Dates: 1970- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical</p> <p>This record series consists of various maps of past, existing, and projected transportation systems, projects, and land areas of the Rockford metropolitan area.</p> <p>Recommendation: Retain one copy of each permanently. Dispose of all duplicate or extra copies providing all administrative use is complete.</p>
410.10	<p><u>UNIFIED WORK PROGRAM REPORTS (ORIGINALS AND DUPLICATES)</u></p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of Unified Work Program reports prepared annually by the Rockford Area Transportation Study for the U. S. Department of Transportation, the Federal Highway Administration, the Urban Mass Transportation Administration, and the State of Illinois to document the expenditure of funds, summarize and outline proposed programs, list planning activities, outline budgets, and analyze historical trends.</p> <p>These reports must be submitted to all of the above agencies to enable the city to receive funds for planning and construction of transportation projects/systems.</p> <p>Recommendation: Retain original or record copy for seven (7) years, then dispose of. Retain duplicate copies until administrative use is complete, then dispose of.</p>

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	<p data-bbox="574 432 919 464" style="text-align: center;"><u>PLANNING DIVISION</u></p> <p data-bbox="362 497 1140 529" style="text-align: center;"><u>ROCKFORD HISTORIC PRESERVATION COMMISSION</u></p> <p data-bbox="69 594 1438 657">420.01 <u>ADMINISTRATIVE FILES (CORRESPONDENCE, REPORTS, MISCELLANEOUS SUBJECT MATTER, ETC.)</u></p> <p data-bbox="253 688 1182 821">Dates: 1978- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical by subject key</p> <p data-bbox="253 850 1435 942">This record series consists of correspondence, memoranda, and internal reports between the commission, city departments and public.</p> <p data-bbox="253 974 1435 1106">Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further legal, administrative, fiscal, or historical value.</p>
420.02	<p data-bbox="253 1169 662 1201"><u>AGREEMENTS (ORIGINALS)</u></p> <p data-bbox="253 1232 967 1365">Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="253 1394 1435 1486">This record series consists of agreements between the city and the Historic Preservation Commission to provide staff and office space.</p> <p data-bbox="253 1518 1435 1619">Recommendation: Retain for ten (10) years after termination or discharge of the terms of the contract, agreements, or lease, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
420.03	<p data-bbox="256 401 1450 457"><u>AUDIO TAPES OF ROCKFORD HISTORIC PRESERVATION COMMISSION MEETINGS AND PUBLIC HEARINGS (ORIGINALS)</u></p> <p data-bbox="256 495 980 621">Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 657 1450 779">This record series consists of audio cassette tape recordings of RHPC meetings and public hearings. The minutes are to be retained permanently as per item 520.10 of this application.</p> <p data-bbox="256 814 1450 877">Recommendation: Retain for sixty (60) days after approval of the minutes or transcript, then dispose of.</p>
420.04	<p data-bbox="256 947 1450 1003"><u>CANCELLED CHECKS, BANK STATEMENTS, DEPOSIT SLIPS (AGENCY RECORD COPIES)</u></p> <p data-bbox="256 1041 980 1167">Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 1203 1450 1297">This record series documents receipts and expenditures of commission funds (not originating in the city's general fund)-obtained from grants, donations, requests, etc.</p> <p data-bbox="256 1333 1450 1358">Recommendation: Retain for seven (7) years, then dispose of.</p>
420.05	<p data-bbox="256 1425 1300 1451"><u>CERTIFIED LOCAL GOVERNMENT FILES (AGENCY RECORD COPIES)</u></p> <p data-bbox="256 1488 980 1614">Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 1650 1450 1745">This record series consists of documentation of the Illinois Historic Preservation Agency's program. The file contains application, correspondence, and annual renewal.</p> <p data-bbox="256 1780 992 1806">Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
420.06	<p data-bbox="251 436 1279 468"><u>CERTIFICATES OF APPROPRIATENESS (AGENCY RECORD COPIES)</u></p> <p data-bbox="251 499 1166 632">Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by address</p> <p data-bbox="251 663 1445 789">This record series is used to document the appropriateness of changes made to structures located in historical districts. The city will not issue a building permit unless a certificate has been granted.</p> <p data-bbox="251 821 987 852">Recommendation: Retain permanently.</p>
420.07	<p data-bbox="251 919 1445 982"><u>HISTORIC PRESERVATION GRANTS IN AID PROGRAM FILES (AGENCY RECORD COPIES)</u></p> <p data-bbox="251 1014 971 1146">Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="251 1178 1445 1335">This record series consists of grants from the Illinois Historic Preservation Agency which are used for various projects, brochures, guidelines, National Register nominations, etc. These files contain grant applications, expenditure documentation, grant approvals, etc.</p> <p data-bbox="251 1367 1445 1430">Recommendation: Retain for three (3) years after completion of terms of the grant, then dispose of.</p>
420.08	<p data-bbox="251 1499 1084 1530"><u>INVENTORY OF HISTORIC STRUCTURES (ORIGINALS)</u></p> <p data-bbox="251 1562 1143 1694">Dates: 1981- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by street</p> <p data-bbox="251 1726 1445 1852">This record series consists of individual reports on structures of historic significance in the city of Rockford. The report details the structure's history and significance. Photographs of the structure may be attached.</p> <p data-bbox="251 1883 987 1915">Recommendation: Retain permanently.</p>

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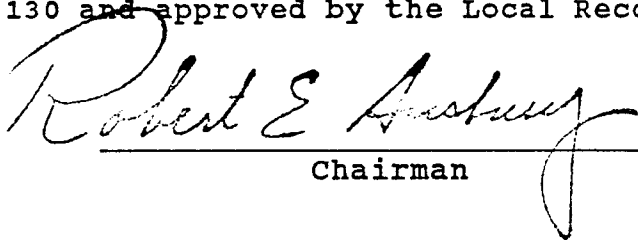
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
420.09	<p data-bbox="253 428 1443 489"><u>LOCAL LANDMARK, HISTORIC DISTRICT, AND NATIONAL REGISTER OF HISTORIC PLACES APPLICATIONS</u></p> <p data-bbox="253 527 1279 653">Dates: 1978- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by property name</p> <p data-bbox="253 688 1443 814">This record series consists of applications and documentation for all historic property designations. Files may also contain public hearing notice, correspondence, research, and newspaper clippings.</p> <p data-bbox="253 850 984 877">Recommendation: Retain permanently.</p>
420.10	<p data-bbox="253 947 1409 974"><u>ROCKFORD HISTORIC PRESERVATION COMMISSION MINUTES (ORIGINALS)</u></p> <p data-bbox="253 1010 967 1136">Dates: 1978- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="253 1171 1438 1232">This record series consists of the original minutes of the Commission.</p> <p data-bbox="253 1268 984 1295">Recommendation: Retain permanently.</p>
420.11	<p data-bbox="253 1362 1040 1390"><u>PHOTOGRAPHS, NEGATIVES, SLIDES (ORIGINALS)</u></p> <p data-bbox="253 1425 911 1551">Dates: 1975- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: None</p> <p data-bbox="253 1587 1435 1677">This record series consists of photographic images of historic or potential historic properties in the city of Rockford.</p> <p data-bbox="253 1713 979 1740">Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p>The following items (430.01-430.11) have been added to Application 90:130 and approved by the Local Records Commission on May 5, 1992.</p> <p> Chairman</p> <p><u>PLANNING DIVISION</u></p> <p><u>ROCKFORD CENTRAL AREA COMMISSION</u></p>
430.01	<p><u>ADMINISTRATIVE FILES (CORRESPONDENCE, REFERENCE MATERIALS FROM OTHER SOURCES, COPIES OF RESOLUTIONS AND ORDINANCES, PHOTOCOPIES OF REPORTS AND DOCUMENTS FROM OTHER CITY DEPARTMENTS FOR CONVENIENCE, ETC.)</u></p> <p>Dates: 1987- Volume: 4 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical by subject</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>
430.02	<p><u>BIDS, SPECIFICATIONS, PROPOSALS, AND REQUESTS FOR PROPOSALS</u></p> <p>Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for ten (10) years after acceptance or rejection, then dispose of.</p>

APPLICATION FOR AUTHORITY TO
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
430.03	<p><u>COMMISSION MEETING MINUTES (R.C.A.C.)</u></p> <p>Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain originals permanently. Retain <u>duplicate minutes</u> for one (1) year, then dispose of.</p>
430.04	<p><u>COMMISSION MEETING TAPE RECORDINGS</u></p> <p>Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Tapes may be erased or disposed of sixty (60) days after adoption of minutes by commission.</p>
430.05	<p><u>CONTRACTS, LEASES, AND AGREEMENTS FOR GOODS AND SERVICES</u></p> <p>Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for ten years after termination or completion of the terms of the contract, agreement, or lease, then dispose of.</p>
430.06	<p><u>EXPENDITURE AND FISCAL REPORTS (ANNUAL)</u></p> <p>Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
430.07	<u>EXPENDITURE AND FISCAL REPORTS (MONTHLY)</u> Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.
430.08	<u>PAYROLL TIME SHEETS</u> Dates: 1986- Volume: 1 Cu. Ft. Annual Accumulation: $\frac{1}{4}$ Cu. Ft. Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.
430.09	<u>R.C.A.C. BUDGETS</u> Dates: 1990- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.
430.10	<u>SPECIAL SERVICE AREA #6 FILES (REQUESTS FOR PROPOSALS, BIDS, CONTRACTS, INVOICES, COPIES OF PROPERTY OWNERSHIP RECORDS, CORRESPONDENCE, PUBLIC HEARING NOTICES, ETC.)</u> Dates: 1987- Volume: 2 Cu. Ft. Annual Accumulation: $\frac{1}{2}$ Cu. Ft. Arrangement: Alphabetical by contract Recommendation: Retain for ten years after termination or completion of the terms of the contract, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
430.11	<p data-bbox="256 428 1127 457"><u>STUDIES AND SURVEY REPORTS CONCERNING ROCKFORD</u></p> <p data-bbox="256 493 1166 625">Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject</p> <p data-bbox="256 653 1312 682">Recommendation: Retain one copy of each permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.01	<p data-bbox="695 394 813 422" style="text-align: center;"><u>ZONING</u></p> <p data-bbox="256 489 764 516"><u>DRAINAGE MYLARS (ORIGINALS)</u></p> <p data-bbox="256 554 922 680">Dates: 1974- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical</p> <p data-bbox="256 716 1442 806">This record series consists of original drainage mylars showing the ground contours, water retention areas, field tiles, etc. for subdivision plats.</p> <p data-bbox="256 842 992 869">Recommendation: Retain permanently.</p>
500.02	<p data-bbox="256 940 802 968"><u>SUBDIVISION FILES (ORIGINALS)</u></p> <p data-bbox="256 1005 1317 1131">Dates: 1970- Volume: 20 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: By section, township, and range</p> <p data-bbox="256 1167 1442 1446">This record series consists of subdivision files maintained by the City of Rockford to document all subdivision annexation decisions. Included within the files are: tentative plat maps for proposed subdivisions and adjoining lands, copies of pre-annexation agreements, copies of annexation agreements, copies of preliminary plat maps, the department's annexation recommendations, the alderman's committee annexation recommendations, drainage studies of the area, and any related correspondence.</p> <p data-bbox="256 1482 987 1509">Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.03	<p data-bbox="264 428 808 457"><u>SUBDIVISION PLATS (ORIGINALS)</u></p> <p data-bbox="264 491 1321 621">Dates: 1960- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: By section, township, and range</p> <p data-bbox="264 653 1442 716">This record series consists of original subdivision plat maps maintained by the zoning section.</p> <p data-bbox="264 747 992 779">Recommendation: Retain permanently.</p>
500.04	<p data-bbox="264 846 1049 875"><u>SUPERVISOR OF ASSESSMENT MAPS (DUPLICATES)</u></p> <p data-bbox="264 909 919 1039">Dates: 1946- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: By section</p> <p data-bbox="264 1071 1442 1165">This record series consists of copies of maps from the Winnebago County Supervisor of Assessment's Office maintained by the zoning section for reference.</p> <p data-bbox="264 1197 1403 1228">Recommendation: Retain until superseded, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.05	<p data-bbox="261 432 1040 464"><u>ZONING APPLICATION CASE FILES (ORIGINALS)</u></p> <p data-bbox="261 499 1271 630">Dates: 1960- Volume: 24 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological by file number</p> <p data-bbox="261 661 1450 1010">This record series consists of zoning application case files for the City of Rockford. Included within the files are: original zoning applications for zoning changes, zoning recommendations, copies of minutes from city council meetings dealing with zoning issues, property postings, copies of minutes from meetings of the Zoning Board of Appeals, copies of city council committee reports, copies of the final ordinances dealing with the zoning decision, drainage and other maps used for reference, copies of notifications of public hearing, certificates of mailing, certificates of posting, and any related correspondence.</p> <p data-bbox="261 1045 1442 1140">Recommendation: Retain approved requests permanently. Retain <u>denied zoning requests</u> for one (1) year after denial, then dispose of.</p>
500.06	<p data-bbox="261 1205 1224 1236"><u>ZONING BOARD OF APPEALS MEETING MINUTES (ORIGINALS)</u></p> <p data-bbox="261 1272 976 1402">Dates: 1929- Volume: 4 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1430 1445 1493">This record series consists of original minutes from meetings of the Zoning Board of Appeals.</p> <p data-bbox="261 1524 992 1556">Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.07	<p data-bbox="256 436 1451 499"><u>ZONING BOARD OF APPEALS AND CITY COUNCIL ZONING COMMITTEE MEETINGS CASSETTE RECORDINGS (ORIGINALS)</u></p> <p data-bbox="256 531 980 657">Dates: 1986- Volume: 1 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="256 693 1451 976">This record series consists of cassette recordings of meetings of the Zoning Board of Appeals and the City Council Zoning Committee. The original minutes from meetings of the Zoning Board of Appeals are maintained permanently as per Item 530.06 of this application. The original minutes from meetings of the City Council Zoning Committee are maintained by the City's Legal Department as per Item 120.09 of the Legal Department's Application for Authority to Dispose of Local Records.</p> <p data-bbox="256 1012 1451 1106">Recommendation: Retain for sixty (60) days, then dispose of providing the original minutes have been transcribed.</p>
500.08	<p data-bbox="256 1171 727 1203"><u>ZONING MYLARS (ORIGINALS)</u></p> <p data-bbox="256 1234 919 1360">Dates: 1973- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical</p> <p data-bbox="256 1396 1451 1491">This record series consists of the original zoning mylars maintained by the Zoning Section, since the city's current zoning ordinance took effect in 1973.</p> <p data-bbox="256 1526 987 1558">Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.09	<p data-bbox="261 432 902 464"><u>ZONING VIOLATION FILES (ORIGINALS)</u></p> <p data-bbox="261 495 979 625">Dates: 1975- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 657 1448 915">This record series consists of records of investigations made by the Department of possible zoning violations. Zoning investigations are initiated as a result of complaints received by the city of possible zoning ordinance violations. Included within these files are: photographs of the property in question, any investigative reports completed by the Zoning Section, and any correspondence related to the complaint or the investigation.</p> <p data-bbox="261 947 1448 1045">Recommendation: Retain for five (5) years following the resolution of the complaint, then dispose of.</p>
500.10.	<p data-bbox="261 1108 500 1140"><u>CASH RECEIPTS</u></p> <p data-bbox="261 1171 1240 1302">Dates: 1991- Volume: $\frac{1}{4}$ Cu. Ft. Annual Accumulation: $\frac{1}{4}$ Cu. Ft. Arrangement: Numerical by receipt number</p> <p data-bbox="261 1333 1425 1367">Recommendation: Retain for two (2) years, then dispose of.</p>
500.10.	<p data-bbox="261 1430 500 1461"><u>CASH RECEIPTS</u></p> <p data-bbox="261 1493 1240 1623">Dates: 1991- Volume: $\frac{1}{4}$ Cu. Ft. Annual Accumulation: $\frac{1}{4}$ Cu. Ft. Arrangement: Numerical by receipt number</p> <p data-bbox="261 1654 1425 1688">Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.11.	<p data-bbox="261 436 1442 527"><u>HOME OCCUPATION PERMIT FILES (APPLICATION FOR REGISTRATION OF HOME OCCUPATION, RENEWAL NOTICE, INSPECTION, COPY OF INSPECTION FEE CARD, COPY OF INVOICE)</u></p> <p data-bbox="261 562 1166 695">Dates: Circa 1980- Volume: 2 Cu. Ft. Annual Accumulation: $\frac{1}{4}$ Cu. Ft. Arrangement: Alphabetical by address</p> <p data-bbox="261 722 1435 758">Recommendation: Retain for five (5) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p>The following items (600.01-600.07; 700.01-700.08; and 710.0-710.07) have been added to Application 90:130 and approved by the Local Records Commission on May 5, 1992.</p> <p style="text-align: center;"><i>Robert E. Gishburg</i> _____ Chairman</p>
	<u>CITY-COUNTY PLANNING COMMISSION</u>
600.01	<p><u>ADMINISTRATIVE FILES (CORRESPONDENCE, COPIES OF REPORTS FROM OTHER AGENCIES, PHOTOCOPIES OF STUDIES AND REPORTS MADE FOR REFERENCE, ETC.)</u></p> <p>Dates: 1946-1982 Volume: 2 Cu. Ft. Annual Accumulation: Obsolete Arrangement: Alphabetical by subject</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>
600.02	<p><u>BUDGET RECORDS</u></p> <p>Dates: 1946-1982 Volume: 1/4 Cu. Ft. Annual Accumulation: Obsolete Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
600.03	<p><u>CITY-COUNTY PLANNING COMMISSION MEETING MINUTES</u></p> <p>Dates: 1968-1982 Volume: 1 Cu. Ft. Annual Accumulation: Obsolete Arrangement: Chronological</p> <p>Recommendation: Retain originals permanently. Retain <u>duplicate minutes</u> for one (1) year, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
600.04	<u>FINANCIAL RECORDS (PAID BILLS, INVOICES, AND FINANCIAL REPORTS)</u> Dates: 1966-1982 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.
600.05	<u>GENERAL DEVELOPMENTAL PLAN (CITY-COUNTY PLANNING)</u> Dates: 1966 only Volume: $\frac{1}{4}$ Cu. Ft. Annual Accumulation: Obsolete Arrangement: Chronological Recommendation: Retain one copy of each permanently.
600.06	<u>GOALS AND OBJECTIVES</u> Dates: 1946-1982 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological Recommendation: Retain one copy of each permanently.
600.07	<u>GRANT RECORDS (APPLICATIONS, REPORTS, AND SUPPORT DOCUMENTATION)</u> Dates: 1966-1982 Volume: $\frac{1}{4}$ Cu. Ft. Annual Accumulation: Obsolete Arrangement: Chronological Recommendation: Retain grant records for three (3) years following completion of the terms of the grant, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
700.01	<p data-bbox="381 401 1146 495"><u>ROCK VALLEY METROPOLITAN COUNCIL</u> <u>ADMINISTRATIVE AND MISCELLANEOUS RECORDS</u></p> <p data-bbox="264 562 1451 657"><u>ADMINISTRATIVE FILES (CORRESPONDENCE, COPIES OF STUDIES FROM OTHER AGENCIES, PHOTOCOPIES OF REPORTS FROM COUNTY AGENCIES FOR REFERENCE PURPOSES, INFORMATIONAL PAMPHLETS, ETC.)</u></p> <p data-bbox="264 688 1177 821">Dates: 1978-1982 Volume: 3½ Cu. Ft. Annual Accumulation: Obsolete Arrangement: Alphabetical by subject</p> <p data-bbox="264 852 1451 972">Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>
700.02	<p data-bbox="264 1041 927 1073"><u>BIDS, SPECIFICATIONS, AND PROPOSALS</u></p> <p data-bbox="264 1104 980 1236">Dates: 1980-1982 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological</p> <p data-bbox="264 1268 1451 1331">Recommendation: Retain for ten (10) years after acceptance or rejection, then dispose of.</p>
700.03	<p data-bbox="264 1398 1325 1430"><u>CONTRACTS, LEASES, AND AGREEMENTS FOR GOODS AND SERVICES</u></p> <p data-bbox="264 1461 980 1593">Dates: 1978-1981 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological</p> <p data-bbox="264 1625 1451 1719">Recommendation: Retain for ten years after termination or completion of the terms of the contract, agreement, or lease, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
700.04	<p><u>COUNCIL MEETING MINUTES</u></p> <p>Dates: 1975-1982 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological</p> <p>Recommendation: Retain originals permanently. Retain <u>duplicate minutes</u> for one (1) year, then dispose of.</p>
700.05	<p><u>INSURANCE POLICIES (INCLUDES DECLARATIONS, ENDORSEMENTS, AND RIDERS) AND CLAIMS</u></p> <p>Dates: 1974-1982 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological</p> <p>Recommendation: Retain policies for seven (7) years after expiration or cancellation, then dispose of. Retain claims for seven (7) years after settlement of claim, then dispose of.</p>
700.06	<p><u>LOCAL ASSISTANCE REQUESTS (FROM PUBLIC)</u></p> <p>Dates: 1979-1982 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
700.07	<p><u>PENSION PLANS</u></p> <p>Dates: 1974 only Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
700.08	<p><u>PLANNING STUDIES</u></p> <p>Dates: 1979-1981</p> <p>Volume: Negligible</p> <p>Annual Accumulation: Obsolete</p> <p>Arrangement: Chronological</p> <p>Recommendation: Retain one copy of each permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<u>ROCK VALLEY METROPOLITAN COUNCIL</u> <u>FISCAL RECORDS</u>
710.01	<u>AUDIT REPORTS</u> Dates: 1979-1982 Volume: $\frac{1}{4}$ Cu. Ft. Annual Accumulation: Obsolete Arrangement: Chronological Recommendation: Retain one copy of each audit report permanently. Retain duplicate audits for one (1) year, then dispose of.
710.02	<u>FINANCIAL REPORTS (ANNUAL)</u> Dates: 1981-1982 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.
710.03	<u>FINANCIAL REPORTS (MONTHLY)</u> Dates: 1981-1982 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.
710.04	<u>GENERAL LEDGERS AND JOURNAL SHEETS</u> Dates: 1979-1982 Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Obsolete Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.

APPLICATION FOR AUTHORITY TO
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
710.05	<u>GRANT RECORDS (APPLICATIONS, REPORTS, AND SUPPORT DOCUMENTATION)</u> Dates: 1978-1982 Volume: 1 Cu. Ft. Annual Accumulation: Obsolete Arrangement: Chronological Recommendation: Retain grant records for three (3) years following completion of the terms of the grant, then dispose of.
710.06	<u>PAID BILLS AND INVOICES</u> Dates: 1980-1982 Volume: 1½ Cu. Ft. Annual Accumulation: Obsolete Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.
710.07	<u>PENSION PLAN ANNUAL FINANCIAL REPORT</u> Dates: 1980-1982 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.

State of Illinois
Local Records Commission
Archives Building
Springfield, Illinois 62756
217/782-7075

Application No. 90:111

**APPLICATION FOR AUTHORITY TO
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RM/M RM-9

COUNTY Winnebago	CITY Rockford	LOCAL RECORDS COMMISSION APPROVAL
AGENCY City Comptroller and Finance Department		<i>Robert E. Austbury</i> CHAIRMAN
ADDRESS 425 E. State St., City Hall		
PHONE <u>815 198715584</u>		<i>John Daly</i> DIRECTOR, STATE ARCHIVES
I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm copies will be made in accordance with standards of the Local Records Commission and will be adequate substitutes for the original records.		MAY 1, 1990
<i>Ronald W. Malubog</i> Signature of Agency Head		DATE
<i>Finance Director</i>		

4-1-88
Date

ITEM NO.	DESCRIPTION OF RECORD SERIES
	<p>Records listed on this application may be disposed of:</p> <ul style="list-style-type: none">- after their individual retention period is complete,- 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,- if they are correctly listed on a Records Disposal Certificate submitted to and approved by the appropriate Local Records Commission. <p>Any record on this application may be microfilmed and the record disposed of if the record is microfilmed in accordance with the standards of the Local Records Commission Rules and if the film is retained for the prescribed retention period. Disposal of records after microfilming must be noted on the Records Disposal Certificate.</p>

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CITY OF ROCKFORD

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.01	<p data-bbox="683 390 1018 453" style="text-align: center;"><u>FINANCE DEPARTMENT</u> <u>ADMINISTRATIVE OFFICE</u></p> <p data-bbox="224 485 777 516"><u>ADMINISTRATIVE CORRESPONDENCE FILES</u></p> <p data-bbox="224 548 1175 678">Dates: 1957 - Volume: 11 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical by subject, chronological by year</p> <p data-bbox="224 709 1463 772">This record series consists of miscellaneous correspondence with vendors, city officials, and other state and local governmental agencies.</p> <p data-bbox="224 804 1417 898">Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, legal or historical value.</p>
100.02	<p data-bbox="224 936 776 968"><u>BOND AND COUPON CANCELLATION RECORD</u></p> <p data-bbox="224 999 821 1129">Dates: 1957 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical by bond number</p> <p data-bbox="224 1161 1382 1224">Recommendation: Retain two (2) years following cancellation or due date, then dispose of.</p>
100.03	<p data-bbox="224 1262 1284 1293"><u>CANCELLED BONDS AND COUPONS (CORPORATE PURPOSE, PARKING FUND, ETC.)</u></p> <p data-bbox="224 1325 980 1455">Dates: 1957 - Volume: 24 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological by cancellation date</p> <p data-bbox="224 1486 1446 1549">Recommendation: Retain two (2) years following cancellation or due date, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.04	<p><u>PERSONNEL FILES OF FINANCE DEPARTMENT EMPLOYEES (DUPLICATES)</u></p> <p>Dates: 1970 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series includes duplicate copies of employee evaluations, salary change forms, etc. Official personnel files are maintained by the City's Personnel Department.</p> <p>Recommendation: Retain for five (5) years after termination of employment, then dispose of.</p>
100.05	<p><u>REQUISITIONS AND PURCHASE ORDERS (DUPLICATES)</u></p> <p>Dates: 1982 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical by purchase order number</p> <p>This record series consists of requisitions and purchase orders for the procurement of goods and services for the Finance Department. The Purchasing Department retains the city record copy of requisitions and purchase orders for all city agencies. See item #700.05 of this application.</p> <p>Recommendation: Retain one (1) year, then dispose of.</p>
100.06	<p><u>TIME SHEET SUMMARY REPORT (DUPLICATES)</u></p> <p>Dates: 1981 - Volume: 8 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological by pay period</p> <p>This record series consists of time sheets of Finance Department employees. The original time sheet summary report is retained by the Payroll Department.</p> <p>Recommendation: Retain two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.01	<p style="text-align: center;"><u>FINANCE DEPARTMENT</u> <u>ACCOUNTING DIVISION</u></p> <p><u>ACCOUNTING LEDGERS, STATUS REPORTS, REGISTERS, STATEMENTS, RECONCILIATIONS, AND BUDGET ADMINISTRATION DOCUMENTS (ORIGINALS)</u></p> <p>Dates: 1962 - Volume: 332 Cu. Ft. Annual Accumulation: 12½ Cu. Ft. Arrangement: Chronological</p> <p>This is an overall accounts monitoring and reporting file of all of the city's accounts and contains (both computer printout and manual formats of):</p> <ol style="list-style-type: none"> 1) Subsidiary Ledgers 2) Trial Balances 3) Profit and Loss Statements 4) Reconciliation Reports 5) Year-to-Date General Ledgers 6) Purchase Order Reports 7) Management Reports 8) File Maintenance Reports 9) Grant Reports 10) Accounts Payable Ledgers 11) NCR Tapes 12) Revenue and Expense Reports, and 13) Budget Administration Files. <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
200.02	<p><u>ACCOUNTING SYSTEM ENTRY DOCUMENTS (ORIGINALS)</u></p> <p>Dates: 1974 - Volume: 120 Cu. Ft. Annual Accumulation: 8½ Cu. Ft. Arrangement: Chronological</p> <p>These documents (in both computer printout and manual formats) serve as the source for overall accounting entries in the General Ledger and subsidiary accounting system statements and financial status reports. Included in this record series are:</p> <ol style="list-style-type: none"> 1) Journal Entries 2) Journal Entry Batch Control Sheets 3) Cash Vouchers, and 4) Inter-departmental Billings for all City Agencies. <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.03	<p data-bbox="240 394 1479 443"><u>ADMINISTRATIVE CORRESPONDENCE AND RELATED DOCUMENTS (ORIGINALS AND DUPLICATES)</u></p> <p data-bbox="240 457 1105 596">Dates: 1962 - Volume: 22 Cu. Ft. Annual Accumulation: 4½ Cu. Ft. Arrangement: Chronological and alphabetical by subject</p> <p data-bbox="240 621 1430 789">This record series consists of routine correspondence exchanged with auditors, vendors, other city administrative units and officials, etc. with related documents in the form of reference copies of accounting procedures, ordinances, statutes, rules, regulations, duplicate City Council minutes, and copies of budget preparation administration forms.</p> <p data-bbox="240 814 1474 911">Recommendation: Retain for one (1) year in office, then dispose of records no longer possessing any further administrative, fiscal, legal, or historical value.</p>
200.04	<p data-bbox="232 945 1341 993"><u>AUDIT REPORTS AND AUDIT WORK PAPERS (ORIGINALS AND COMPUTER PRINTOUTS)</u></p> <p data-bbox="232 1008 732 1134">Dates: 1974 - Volume: 21 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological</p> <p data-bbox="232 1165 1385 1270">This record series consists of audit report preparation work papers, supporting documents, printout computer runs, and final audit reports of all internal and external audits of city accounts.</p> <p data-bbox="232 1295 1385 1371">Recommendation: Retain work papers for seven (7) years, then dispose of. Retain one copy of each final audit permanently.</p>
200.05	<p data-bbox="224 1388 1287 1436"><u>CANCELLED CHECKS, BANK STATEMENTS AND DEPOSIT SLIPS (RECORD COPIES)</u></p> <p data-bbox="224 1451 724 1587">Dates: 1970 - Volume: 48 Cu. Ft. Annual Accumulation: 2½ Cu. Ft. Arrangement: Chronological</p> <p data-bbox="224 1619 1349 1686">This record series consists of bank statements, deposit slips, and cancelled checks for all city accounts.</p> <p data-bbox="224 1711 1182 1759">Recommendation: Retain for seven (7) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.06	<p data-bbox="220 380 568 409"><u>CANCELLED TAX WARRANTS</u></p> <p data-bbox="220 447 704 569">Dates: 1962 - Volume: 50 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="220 606 1365 663">These are cancelled city warrants issued in payment of taxes or tax refunds.</p> <p data-bbox="220 701 1182 730">Recommendation: Retain for seven (7) years, then dispose of.</p>
200.07	<p data-bbox="220 766 976 795"><u>DAILY CASH RECEIPTS (ORIGINALS OR RECORD COPIES)</u></p> <p data-bbox="220 833 704 955">Dates: 1975 - Volume: 12 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="220 993 1427 1052">These are record copies of receipts issued for cash taken in by all the administrative units, divisions and departments of the city.</p> <p data-bbox="220 1089 1148 1119">Recommendation: Retain for two (2) years, then dispose of.</p>
200.08	<p data-bbox="220 1155 656 1184"><u>PURCHASE ORDERS (DUPLICATES)</u></p> <p data-bbox="220 1222 699 1344">Dates: 1982 - Volume: 12 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="212 1381 1443 1503">This record series consists of purchase orders for the procurement of goods and services for the Accounting Division. The city's record copies are maintained by the city's Purchasing Division (see item #700.05 of this application).</p> <p data-bbox="212 1541 1130 1570">Recommendation: Retain for one (1) year, then dispose of.</p>
200.09	<p data-bbox="212 1606 842 1635"><u>PROPERTY TAX REBATE FILES (OBSOLETE TAX)</u></p> <p data-bbox="212 1673 634 1795">Dates: 1980-1981 Volume: 4 Cu. Ft. Annual Accumulation: N/A Arrangement: Chronological</p> <p data-bbox="212 1833 1393 1890">This record series consists of duplicate checks showing the amount of the rebate and name of recipient.</p> <p data-bbox="212 1927 854 1957">Recommendation: Dispose of accumulation.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.10	<u>ROCKFORD PUBLIC LIBRARY STATEMENTS OF CONDITION AND PUBLIC LIBRARY BOARD OF DIRECTORS REPORTS (DUPLICATES)</u> Dates: 1973 ca. - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological The original is retained by the Library and Library Board. Recommendation: Retain for seven (7) years, then dispose of.
200.11	<u>URBAN RENEWAL RECAPITULATION STATEMENTS (ORIGINAL)</u> Dates: 1974 - Volume: 14 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological This is a recapitulation statement of the Urban Renewal grant fund expenditures and balances. Recommendation: Retain for seven (7) years, then dispose of.
200.12	<u>VOUCHERS AND TELECOMMUNICATION BILLS WITH SUPPORTING RECEIPTS (ORIGINALS)</u> Dates: 1971 - Volume: 303 Cu. Ft. Annual Accumulation: 18 Cu. Ft. Arrangement: Chronological These are the city's record copies of check vouchers, petty cash vouchers, travel vouchers, payroll vouchers, and "accounts payable" invoice vouchers. Also included within this series are telecommunication billings and any supporting receipts for all city agencies. Recommendation: Retain for seven (7) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.01	<p style="text-align: center;"><u>COMPTROLLER AND FINANCE DEPARTMENT</u> <u>DATA PROCESSING DIVISION</u></p> <p><u>COMPUTER SYSTEM DESIGN AND IMPLEMENTATION FILE (ORIGINALS OR RECORD COPIES)</u></p> <p>Dates: 1978 - Volume: 8 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Chronological</p> <p>This file series contains hard copy flow charts, file layouts, diagrams, computer printout test runs/system "dumps", software with supporting documentation, hardware operating manuals, and instructions maintained for the process of computer system conceptualization, planning and implementation.</p> <p>Recommendation: Retain in office until superseded and/or expiration of administrative value, then dispose of.</p>
300.02	<p><u>MANAGEMENT SYSTEMS AND FILES ON COMPUTER TAPE</u></p> <p>Dates: 1978 - Volume: 260 Cu. Ft. (1040 tapes) Annual Accumulation: Negligible Arrangement: Coded access and chronological/numerical</p> <p>This record series consists of data on computer tape (dating 1978-) consisting of:</p> <ol style="list-style-type: none"> 1) billing and accounts receivable files of the Water Division 2) payroll history files (showing employee deductions, changes to payroll, etc.) 3) central accounting data 4) fixed assets accounting information, and 5) compilations from the Parking Division showing tickets issued with collection status. <p>All of the five (5) systems documented within this series are cycled on a tape management system currently utilizing 1040 tapes on the city's mainframe. System and file maintenance transactions are backed up as needed or on a two (2) week basis for a six (6) month retention period with the exception of the Payroll System, which is backed up for one (1) year.</p> <p>Recommendation: With the exception of the Payroll System files, retain all system and file data on computer tape for six (6) months, then reuse and/or dispose of. Retain Payroll System files for one (1) year, then dispose of.</p>

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400.01	<p data-bbox="467 411 980 470" style="text-align: center;"><u>FINANCE DEPARTMENT</u> <u>PARKING COLLECTION DIVISION</u></p> <p data-bbox="235 506 1419 533"><u>ADMINISTRATIVE CORRESPONDENCE FILES (ORIGINALS AND DUPLICATES)</u></p> <p data-bbox="235 569 959 699">Dates: 1979- Volume: 4 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="235 732 1430 890">This record series consists of incoming and outgoing correspondence exchanged between the Parking Division and other city offices, other governmental bodies, and private entities concerning matters of day-to-day operational tasks of the Division.</p> <p data-bbox="235 926 1398 953">Recommendation: Retain for one (1) year, then dispose of.</p>
400.02	<p data-bbox="235 995 1208 1022"><u>INDIVIDUAL CONTRACTS FOR PAYMENT OF PARKING TICKETS</u></p> <p data-bbox="235 1058 1094 1182">Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name</p> <p data-bbox="235 1215 1430 1278">This record series consists of agreements for payment of over due parking fines on an installment paying plan.</p> <p data-bbox="235 1314 1430 1404">Recommendation: Retain for ten (10) years after termination or discharge of the terms of the contract, then dispose of.</p>
400.03	<p data-bbox="235 1442 919 1470"><u>PAID PARKING TICKETS (YELLOW COPIES)</u></p> <p data-bbox="235 1505 1365 1629">Dates: 1985- Volume: 48 Cu. Ft. Annual Accumulation: 16 Cu. Ft. Arrangement: Numerical by parking ticket number</p> <p data-bbox="235 1665 1430 1728">Recommendation: Retain for two (2) years after final payment, then dispose of.</p>

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400.04	<p><u>PARKING TICKETS ISSUED LISTINGS (ORIGINALS)</u></p> <p>Dates: 1984- Volume: 30 Cu. Ft. Annual Accumulation: 7 Cu. Ft. Arrangement: Chronological</p> <p>This computer generated listing of parking tickets issued documents both paid and open or delinquent tickets. The recommended retention period for this series is based on current referral activity for the monitoring of payments and collections of outstanding parking tickets.</p> <p>Recommendation: Retain printouts for five (5) years, then dispose of.</p>
400.05	<p><u>PARKING TICKETS ISSUED (ORIGINAL)</u></p> <p>Dates: 1982 - Volume: 80 Cu. Ft. Annual Accumulation: 16 Cu. Ft. Arrangement: Numerical by parking ticket number</p> <p>Recommendation: Retain two (2) years after final payment, then dispose of.</p>
400.06	<p><u>PENDING COURT SUITS AND DISPOSITION CASE FILES (ORIGINALS)</u></p> <p>Dates: 1982 - Volume: 7 Cu. Ft. Annual Accumulation: $\frac{1}{2}$ Cu. Ft. Arrangement: Alphabetical by name</p> <p>This record series consists of parking ticket case files which includes information from the Office of the Secretary of State on the individual's license plate and vehicle registration. The cases are closed upon vindication or payment of fine.</p> <p>Recommendation: Retain for three (3) years following closure of case, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.01	<p data-bbox="711 384 1003 447" style="text-align: center;"><u>FINANCE DEPARTMENT</u> <u>PAYROLL DIVISION</u></p> <p data-bbox="228 478 738 510"><u>EMPLOYEE EARNINGS DETAIL REPORTS</u></p> <p data-bbox="228 541 719 678">Dates: 1977 - Volume: 42 Cu. Ft. Annual Accumulation: 6 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="228 709 1390 772">This report shows hours of pay and all deductions for the whole year and final yearly totals.</p> <p data-bbox="228 804 1471 867">Recommendation: Retain for sixty (60) years or until 78th birthday (whichever occurs first), then dispose of.</p>
500.02	<p data-bbox="228 898 1003 930"><u>EMPLOYEE PAYROLL ADMINISTRATION FILES (ORIGINALS)</u></p> <p data-bbox="228 961 829 1098">Dates: 1977 - Volume: 40 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Alphabetical by employee</p> <p data-bbox="228 1129 1422 1224">These files are established and maintained for each employee for documenting individual payroll administration transactions. Specific forms and documents contained in the series include:</p> <ol data-bbox="386 1234 1352 1465" style="list-style-type: none">1) <u>Reports of Personnel Change</u>2) <u>Employee File Maintenance Transmittals</u> (Computer Printout)3) <u>Earning Adjustment Records</u>4) W-4 deduction authorization cards5) <u>Pay Change Authorizations</u>, and6) other supporting computer printout summaries of payroll transaction history. <p data-bbox="228 1476 1320 1518">These files document payroll administration for city-wide employment.</p> <p data-bbox="228 1549 1433 1833">Recommendation: Retain W-4 forms for five (5) years after termination of employment <u>or</u> until superseded, then dispose of. Retain all other record series documents for five (5) years after termination of employment, then dispose of providing all rights and/or benefits deriving from the term(s) of employment have been established through posting in the <u>Employee Payroll Personnel Record</u> and/or paid or otherwise settled following termination of employment. (See item # 500.03 of this application).</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.03	<p><u>EMPLOYEE PAYROLL PERSONNEL RECORD</u></p> <p>Dates: 1982 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This is an employee payroll administration form indicating an employee's start date, current rate of pay, and current deductions (e.g., pension system deductions, credit union, etc.). This form is filmed on fiche at year end and is cross referenced with the <u>Employee Earning Detail Report</u>.</p> <p>Recommendation: Retain for one (1) year, then microfilm and dispose of original paper. Retain all series microforms for sixty (60) years or until 78th birthday, whichever occurs first, then dispose of.</p>
500.04	<p><u>FIXED ASSET MAINTENANCE REPORT FORMS WITH DUPLICATE PURCHASE ORDERS</u></p> <p>Dates: 1982 - Volume: 6 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: By tag number</p> <p>This computer printout entitled the <u>Fixed Asset Maintenance Report Form</u> is the city's central <u>property control inventory</u> and disposition report. This report indicates the date of acquisition of the property, description of property or item, property tag number, department assigned for its maintenance/ use, and disposition of property (i.e., traded in, retired, scrapped, etc.). This series also includes copies of purchase orders generated for the acquisition of the property.</p> <p>Recommendation: Retain two (2) years after update, then dispose of.</p>
500.05	<p><u>METRO TAX RETURNS FILES AND RELATED LISTINGS OF TAXABLE ENTITIES (ORIGINALS)</u></p> <p>Dates: 1973 - Volume: 10 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Chronological</p> <p>These files contain tax returns generated from the city's assessment of a "Metro Tax" (or municipal sales tax) levied against city hotels, motels, restaurants, and all take out food, beverage, and liquor establishments through "home rule" ordinance. Also included within the series are related computer printout listings of taxable entities.</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.06	<p><u>PAYROLL CHECKS (ORIGINALS)</u></p> <p>Dates: 1969- Volume: 102 Cu. Ft. Annual Accumulation: 5 1/2 Cu. Ft. Arrangement: Chronological and numerical by check number</p> <p>This record series consists of cancelled and voided payroll checks for all city employees.</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
500.07	<p><u>PAYROLL REGISTERS AND RELATED MANAGEMENT INFORMATION REPORTS (COMPUTER PRINTOUTS)</u></p> <p>Dates: 1985- Volume: 42 Cu. Ft. Annual Accumulation: 12 Cu. Ft. Arrangement: Chronological</p> <p>These computer printouts consist of payroll registers and related file maintenance reports and master file printouts summarizing basic payroll information pertinent to tax deductions, employee benefits (i.e. insurance, retirement, etc.), and association dues deductions from personal services wages and salaries.</p> <p>Recommendation: Retain printouts for two (2) years, then dispose of. Retain data contained in the reports in the database for seven (7) years, then delete from the database.</p>
500.08	<p><u>TIME SHEET SUMMARY REPORTS (ORIGINALS)</u></p> <p>Dates: 1978- Volume: 110 Cu. Ft. Annual Accumulation: 10 Cu. Ft. Arrangement: Chronological by pay period</p> <p>These printouts show the hours worked for each employee, if salary is docked the amount, leave and vacation time used for all city employees.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p style="text-align: center;"><u>FINANCE DEPARTMENT</u> <u>PENSION AND INVESTMENTS DIVISION</u></p>
600.01	<p><u>ADMINISTRATIVE FILES</u></p> <p>Dates: 1963- Volume: 12 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject</p> <p>This record series consists of routine correspondence with other city agencies, city employees, and state and federal agencies. Also included in this record series are reference copies of minutes of the Rockford City Council, pension boards, etc.</p> <p>Recommendation: Retain for one (1) year, then dispose of provided all administrative, fiscal, legal, and historical value has expired.</p>
600.02	<p><u>AUDIT WORKING PAPERS OF PENSION FUNDS</u></p> <p>Dates: 1975- Volume: 11 1/2 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological by year</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
600.03	<p><u>BANK DEPOSIT TICKETS (DUPLICATES)</u></p> <p>Dates: 1985- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
600.04	<p><u>BOND ISSUE REBATE FILES AND SPECIAL ASSESSMENT REBATE FILES (ORIGINALS OR RECORD COPIES)</u></p> <p>Dates: 1955- Volume: 3 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series contains claim forms and duplicate court orders (with any other supporting court documents) establishing and documenting the procedure and validation of claims filed by citizens for rebates from bond issues and Special Assessments.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
600.05	<p>Recommendation: retain for seven (7) years after the lapse of all calim periods and/or the final payment of rebate(s), then dispose of.</p> <p><u>CANCELLED BOND RECORDS FOR TUBERCULOSIS SANITARIUM, TRAFFIC SIGNALS, ETC. (OBSOLETE)</u></p> <p>Dates: (1950-1966) Volume: 2 1/2 Cu. Ft. Annual Accumulation: N/A Arrangement: Chronological by year</p> <p>Recommendation: Accumulation may be disposed of.</p>
600.06	<p><u>CHECK COPIES (VOUCHERS) AND CANCELLED ORDERS (SPECIAL ASSESSMENTS)</u></p> <p>Dates: 1962- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
600.07	<p><u>CIVIC CENTER MEMORIAL FUND ADMINISTRATION HISTORICAL REFERENCE FILE (REFERENCE COPIES) (OBSOLETE)</u></p> <p>Dates: (1962-1964) Volume: Negligible (1 file folder) Annual Accumulation: N/A Arrangement: N/A</p> <p>This is a historical reference file documenting facets of the origin and administration of funds accrued and allocated for the construction of the Civic Center Memorial. The Civic Center Memorial Fund was derived primarily from a land parcel donation to the city. This file series contains duplicate or reference copies of land conveyance correspondence with copies of supporting legal documents with relevant financial data indicating the monetary returns from the parcel. Original legal documentation of the land conveyance is maintained by the city's Legal Department.</p> <p>Recommendation: Dispose of accumulation upon discretion of the Pensions and Investments Office providing an approved Local Records Disposal Certificate is first obtained.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
600.08	<p><u>CLOSED PASSBOOK SAVINGS ACCOUNTS (ORIGINALS) (OBSOLETE)</u></p> <p>Dates: (1979-1983) Volume: Negligible Annual Accumulation: N/A Arrangement: N/A</p> <p>Recommendation: Retain until the lapse of the year 1990, then dispose of.</p>
600.09	<p><u>DEDUCTIONS REPORTS FOR THE POLICE AND FIREMEN'S PENSION FUND (RECORD COPIES)</u></p> <p>Dates: 1978- Volume: 6 1/2 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of payroll deduction reports (computer printouts) for the Police and Firemen's Pension Fund. Historical back-ups of payrolls are maintained on computer tape by the city's Data Processing Center. Magnetic media of payroll reports show data dating back to 1978.</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
600.10	<p><u>FIREMEN'S PENSION AND POLICE PENSION FUNDS BANK STATEMENTS (RECORD COPIES)</u></p> <p>Dates: 1983- Volume: 11 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
600.11	<p><u>GENERAL OBLIGATION BOND AND WATER REVENUE BOND LEDGER (ORIGINAL)</u></p> <p>Dates: 1955- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This bond ledger documents bond issuance details and the general status of outstanding bond liabilities and obligations.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
600.12	<p>Recommendation: Retain in office for two (2) years after cancellation or due date of all bonds listed, then dispose of.</p> <p><u>INDIVIDUAL POLICE AND FIREMAN PENSION MEMBERSHIP FILES (ORIGINALS)</u></p> <p>Dates: 1943- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name</p> <p>This record series contains designation of beneficiary forms and statements of contributions and benefits accrued for each member.</p> <p>Recommendation: Retain for ten (10) years following inactivation of file (all accrued benefits have been paid to the member or the beneficiary) or death of individual, then dispose of.</p>
600.13	<p><u>MASTER ESCROW BANK REPORTS OF PENSION FUND ACCOUNTS (RECORD COPIES)</u></p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Additional duplicates of these reports are transmitted to the Accounting Office of the Department.</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
600.14	<p><u>LEDGER OF RECEIPTS AND DISBURSEMENTS CASH ACCOUNT FOR SPECIAL ASSESSMENTS (ORIGINALS)</u></p> <p>Dates: 1932- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years after expiration of assessment, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
600.15	<p data-bbox="261 411 1036 443"><u>PAYROLL TIME SHEETS (DEPARTMENTAL COPIES)</u></p> <p data-bbox="261 474 1252 604">Dates: 1983- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by pay period</p> <p data-bbox="261 636 1455 766">This record series consists of payroll time sheets for employees of the Pension and Investments Department. The originals are maintained by the Payroll Department. See item 500.08 of this application.</p> <p data-bbox="261 798 1438 831">Recommendation: Retain for two (2) years, then dispose of.</p>
600.16	<p data-bbox="261 863 1455 930"><u>PENSION FUND LEDGERS (POLICE AND FIREMEN'S PENSION FUNDS) (ORIGINALS)</u></p> <p data-bbox="261 961 1138 1092">Dates: 1941- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p data-bbox="261 1123 1455 1190">This record series documents contribution by police and fire personnel to their respective pension funds.</p> <p data-bbox="261 1222 1455 1255">Recommendation: Retain for seven (7) years, then dispose of.</p>
600.17	<p data-bbox="261 1287 1036 1318"><u>PENSION FUND MEMBERSHIP ROLLS (ORIGINALS)</u></p> <p data-bbox="261 1350 980 1480">Dates: (1962-1979) Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1512 1455 1642">Although this membership roll is no longer generated on an ongoing basis since the city has computerized payroll information showing relevant data, the series is still actively accessed by the Pensions and Investments Section.</p> <p data-bbox="261 1673 1455 1738">Recommendation: Retain in office until all administrative value has expired, then dispose of.</p>

APPLICATION FOR AUTHORITY TO
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
600.18	<p data-bbox="264 405 1291 436"><u>PORTFOLIO MANAGMENT FILES (ORIGINALS OR RECORD COPIES)</u></p> <p data-bbox="264 472 987 604">Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 636 1458 825">This record series consists of the files used to document the Office's management of investment portfolios used to augment pension funds under its charge through dividend and interest earnings. These files contain consultant agreements, custodial agreements with copies of transactions, related correspondence, and periodic financial condition reports.</p> <p data-bbox="264 863 1458 989">Recommendation: Retain in office for ten (10) years after completion and/or discharge of the terms of all corresponding agreements or contracts, then dispose of.</p>
600.19	<p data-bbox="264 1020 1445 1052"><u>PROOF OF CLAIM (SPECIAL ASSESSMENTS UNCLAIMED/CLAIMED REBATES)</u></p> <p data-bbox="264 1087 1138 1220">Dates: 1955- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p data-bbox="264 1251 1458 1339">This record series documents the rebates on special assessment claims for bond issues, some of which are still outstanding.</p> <p data-bbox="264 1377 1458 1472">Recommendation: Retain for seven (7) years after the lapse of all claim periods and/or the final payment of rebates, then dispose of.</p>
600.20	<p data-bbox="264 1503 1291 1535"><u>REPORT OF EXAMINATION OF PUBLIC EMPLOYEES PENSION FUND</u></p> <p data-bbox="264 1570 1138 1703">Dates: 1951- Volume: 2 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p data-bbox="264 1759 1458 1885">These audit reports are generated by the State Department of Insurance approximately every three years. The report summarizes the department's examination of the pension funds (police and fire).</p> <p data-bbox="264 1923 1458 1959">Recommendation: Retain for seven (7) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
600.21	<p><u>SECURITIES</u></p> <p>Dates: 1976- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name of security</p> <p>This record series consists of investment securities through various federal agencies, such as the U. S. Government FHA Loans, Small Business Administration Loans, etc.</p> <p>Recommendation: Retain for seven (7) years following maturity of the security, then dispose of.</p>
600.22	<p><u>SHORT TERM INVESTMENT RECORDS (SAFEKEEPING RECEIPTS, ETC.)*</u></p> <p>Dates: 1985- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of short-term investment certificates of deposit and related documents. Short term certificates of deposit are issued for many different time periods, some for as short as seven (7) days.</p> <p>Recommendation: Retain for seven (7) years following maturity of the certificate, then dispose of.</p>
600.23	<p><u>SPECIAL ASSESSMENT BONDS (ORIGINALS)</u></p> <p>Dates: 1956- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: By special assessment bond series number</p> <p>Recommendation: Retain for two (2) years after cancellation or due date of bond, then dispose of.</p>

APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
600.24	<p><u>SPECIAL ASSESSMENT BOOKS - BOND AND COUPON REGISTERS (ORIGINALS) (OBSOLETE)</u></p> <p>Dates: (1932-1954) Volume: 4 Cu. Ft. (4 large volumes) Annual Accumulation: N/A Arrangement: Chronological</p> <p>These volumes list the issuance dates and series numbers of bonds and coupons and indicate their disposition when appropriate.</p> <p>Recommendation: Dispose of accumulation upon termination of all administrative, fiscal, and legal value.</p>
600.25	<p><u>SPECIAL ASSESSMENT "BOOKEEPING" LEDGERS (ORIGINALS) (OBSOLETE)</u></p> <p>Dates: (1933-1955) Volume: 2 Cu. Ft. (2 large ledgers) Annual Accumulation: N/A Arrangement: Chronological</p> <p>Recommendation: Dispose of accumulation upon termination of all administrative, fiscal, and legal value.</p>
600.26	<p><u>SPECIAL ASSESSMENT ESTABLISHMENT FILES (ORIGINALS OR RECORD COPIES)</u></p> <p>Dates: 1955- Volume: Negligible Annual Accumulation: Negligible Arrangement: N/A</p> <p>These are the Finance Department's files documenting the establishment of Special Assessments. Included are copies of the Resolution establishing each assessment, copies of bonds, coupons, ordinances, copies of engineering reports submitted to the Board of Local Improvements on the final completion of Special Assessment projects, and copies of Local Improvement Vouchers.</p> <p>Recommendation: Retain for seven (7) years after the expiration of the assessment, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
600.27	<p><u>SPECIAL ASSESSMENT "TURNOVER" ACCOUNTING STATEMENTS FOR CITY TREASURY DEPOSITS (DUPLICATES) (OBSOLETE)</u></p> <p>Dates: (1956-1979) Volume: 1 Cu. Ft. Annual Accumulation: N/A Arrangement: N/A</p> <p>These are duplicate accounting statements generated by the City Clerk's Office (which has been abolished) for transmittal to the City Treasury of "turnovers" for City Treasury deposits from Special Assessments. The Pensions and Investments Office has not accumulation of these duplicate statements posting dating the year 1979.</p> <p>Recommendation: Dispose of accumulation provided all administrative, legal, and fiscal value has expired.</p>
600.28	<p><u>TREASURER'S BUDGET LEDGER (OBSOLETE)</u></p> <p>Dates: (1941-1950) Volume: Negligible Annual Accumulation: N/A Arrangement: Chronological</p> <p>Recommendation: Dispose of accumulation provided all administrative, legal, and fiscal value has expired.</p>
600.29	<p><u>UNCLAIMED REBATE FUND LEDGERS (ORIGINALS)</u></p> <p>Dates: 1955- Volume: 1 Cu. Ft. (1 large ledger) Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This ledger is used as a cross reference to the Unclaimed Rebate file.</p> <p>Recommendation: Retain for seven (7) years after final disposition of all rebate funds documented, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
600.30	<p data-bbox="277 436 1377 472"><u>W-2 WITHHOLDING FORMS FOR INDIVIDUAL FUNDS (RECORD COPIES)</u></p> <p data-bbox="277 499 993 632">Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="277 659 1463 730">Originals of these forms are transmitted to each individual investor for tax administration purposes.</p> <p data-bbox="277 758 1458 793">Recommendation: Retain for seven (7) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
700.01	<p data-bbox="711 373 1013 432"><u>FINANCE DEPARTMENT</u> <u>PURCHASING DIVISION</u></p> <p data-bbox="237 468 883 499"><u>BIDS (ORIGINALS FOR ALL CITY DEPARTMENTS)</u></p> <p data-bbox="237 533 789 663">Dates: 1966 - Volume: 350 Cu. Ft. Annual Accumulation: 18 Cu. Ft. Arrangement: Chronological by year</p> <p data-bbox="237 695 1425 758">Recommendation: Retain ten (10) years following acceptance or rejection of bid, then dispose of.</p>
700.02	<p data-bbox="237 791 976 823"><u>GENERAL CORRESPONDENCE (ORIGINALS & DUPLICATES)</u></p> <p data-bbox="237 856 899 984">Dates: 1966 - Volume: 44 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological and by subject</p> <p data-bbox="237 1018 1471 1110">This is the Purchasing Office's routine day-to-day correspondence with vendors, other city departments, offices, and officials pertinent to equipment and supplies procurement matters.</p> <p data-bbox="237 1144 1484 1207">Recommendation: Retain for one (1) year, then dispose of providing all fiscal, administrative and legal value has expired.</p>
700.03	<p data-bbox="237 1245 1167 1276"><u>INSURANCE POLICIES (CITY RECORD COPY FOR ALL CITY AGENCIES)</u></p> <p data-bbox="237 1310 786 1438">Dates: 1966 - Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p data-bbox="237 1470 1451 1533">Recommendation: Retain seven (7) years following expiration or cancellation of policy, then dispose of.</p>
700.04	<p data-bbox="237 1564 1308 1596"><u>MOTOR VEHICLE ACCIDENT REPORT (INDEPENDENT ADJUSTER REVIEW OF CLAIM)</u></p> <p data-bbox="237 1629 786 1757">Dates: 1976 - Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p data-bbox="237 1791 1435 1854">This record series consists of motor vehicle accident reports involving city owned vehicles and documentation of payment of claim.</p> <p data-bbox="237 1887 1528 1919">Recommendation: Retain for seven (7) years following settlement, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
700.05	<p><u>REQUISITIONS AND PURCHASE ORDERS (OFFICIAL COPY OF RECORD FOR THE CITY)</u></p> <p>Dates: 1966- Volume: 150 Cu. Ft. Annual Accumulation: 6 Cu. Ft. Arrangement: Numerical by purchase order number</p> <p>This record series consists of purchase orders and requisitions for the procurement of goods and services for all city agencies.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
700.06	<p><u>SERVICE CONTRACTS (ORIGINALS OR RECORD COPIES)</u></p> <p>Dates: 1966- Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These are the city's copies of record of service contracts let with vendors, firms, or individuals for professional and artistic services.</p> <p>Recommendation: Retain for ten (10) years after termination or discharge of the terms of the contract, then dispose of.</p>
700.07	<p><u>WORKERS' COMPENSATION CLAIM ADJUSTER'S REPORTS FROM THE CITY'S INSURANCE CARRIER (RECORD COPIES) (OBSOLETE)</u></p> <p>Dates: (1966-1982) Volume: 6 Cu. Ft. Annual Accumulation: N/A Arrangement: Alphabetical by name of claimant</p> <p>The complete files of Workers' Compensation claims filed against the city are maintained by the City's Personnel Department (see Application 90:110, item 23). This particular group of files has been received or filed in this office since 1982.</p> <p>Recommendation: Retain for seven (7) years following settlement of all claims, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
800.01	<p data-bbox="436 394 1081 457"><u>COMPTROLLER AND FINANCE DEPARTMENT</u> <u>REVENUE/RECEIPTING DIVISION</u></p> <p data-bbox="272 491 1201 522"><u>BARTENDERS' LICENSING FILES (CITY COPY OF RECORD)</u></p> <p data-bbox="272 556 1393 682">Dates: 1984- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by licensee/applicant</p> <p data-bbox="272 716 1459 877">This record series consists of files documenting the licensing of city bartenders. Included in these files are license applications, photos of applicants, records of fines collected, and related correspondence to applicants on the status of the license application.</p> <p data-bbox="272 911 1459 1008">Recommendation: Retain for one (1) year after expiration, surrender, or revocation of license or denial of application, then dispose of.</p>
800.02	<p data-bbox="272 1073 894 1104"><u>BOND TRANSCRIPT FILES (ORIGINALS)</u></p> <p data-bbox="272 1138 990 1264">Dates: 1930- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="272 1297 1459 1417">This file contains the official statement of issuance and related legal proceedings compiled by bond counsel (Chapman and Cutler) with the original seals, signatures, and tax levy documents.</p> <p data-bbox="272 1451 1459 1648">Recommendation: Retain until expiration of corresponding bond issue(s) and settlement of all corresponding bond obligations, then dispose of providing all required audits have been completed and not litigation is pending or anticipated.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
800.03	<p data-bbox="272 401 1276 436"><u>GENERAL ASSESSMENT FILES (ORIGINALS OR RECORD COPIES)</u></p> <p data-bbox="272 464 990 594">Dates: 1961- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="272 625 1461 756">This record series consists of general assessments which contain copies of the resolution establishing the assessment, assessment accounts ledger, copies of bonds, coupons, ordinances, and warrants of assessment.</p> <p data-bbox="272 787 1461 852">Recommendation: Retain for seven (7) years after expiration of assessment, then dispose of.</p>
800.04	<p data-bbox="272 884 813 919"><u>NCR MACHINE TAPES (ORIGINALS)</u></p> <p data-bbox="272 947 985 1077">Dates: 1981- Volume: 1 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="272 1108 1461 1236">This record series consists of NCR tapes reconciling revenue collected for fees for licenses, permits, vehicle stickers, fines, tax receipts, etc. See item 800.07 of this application.</p> <p data-bbox="272 1239 1461 1428">These NCR tapes are run from reconciliations with the revenue collection "turnover" files and incidentally record accounting classification errors and/or computational errors resulting in averages, shortages, etc. The latter accounting discrepancies are resolved with the recommended retention period below.</p> <p data-bbox="272 1459 1446 1503">Recommendation: Retain for two (2) years, then dispose of.</p>
800.05	<p data-bbox="264 1528 867 1564"><u>PETTY CASH VOUCHERS (DUPLICATES)</u></p> <p data-bbox="264 1591 980 1722">Dates: 1971- Volume: 28 Cu. Ft. Annual Accumulation: 1 3/4 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="264 1753 1455 1818">Originals petty cash vouchers are maintained by the General Accounting Division, see item 200.12 of this application.</p> <p data-bbox="264 1850 1438 1894">Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
800.06	<p data-bbox="272 426 933 457"><u>REVENUE DEPOSIT TICKETS (ORIGINALS)</u></p> <p data-bbox="272 489 990 625">Dates: 1980- Volume: 4 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="272 657 1461 720">This record series consist of revenue deposit transmittals and receipts handled by the Revenue/Receipting Section.</p> <p data-bbox="272 751 1453 783">Recommendation: Retain for seven (7) years, then dispose of.</p>
800.07	<p data-bbox="272 814 1461 877"><u>REVENUE/RECEIPTING FUND COLLECTION "TURNOVER" FILES (RECORD COPIES)</u></p> <p data-bbox="272 909 990 1045">Dates: 1981- Volume: 18 Cu. Ft. Annual Accumulation: 2 1/2 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="272 1077 1461 1329">This record series contains the Revenue/Receipting Section's original or record copy paper work maintained for documenting revenue and fund collections processed by the office for "turnover" per City Treasury deposits. File series contents include paid vehicle sticker receipts, copies of paid parking tickets, copies of Building/Electrical/Plumbing Permits issued, copies of fees paid, licenses issued, copies of receipts from Special Assessment Fees, and copies of Property Tax receipts.</p> <p data-bbox="272 1360 1453 1392">Recommendation: Retain for two (2) years, then dispose of.</p>
800.08	<p data-bbox="272 1423 987 1455"><u>SPECIAL ASSESSMENT LEDGERS (ORIGINALS)</u></p> <p data-bbox="272 1486 990 1623">Dates: 1930- Volume: 1 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="272 1654 1461 1717">These are original Special Assessment ledgers accounting for revenue collection through such assessments.</p> <p data-bbox="272 1749 1461 1843">Recommendation: Retain for seven (7) years after closure and/or resolution of all Special Assessment accounts receivable, then dispose of.</p>

APPLICATION FOR AUTHORITY TO
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
800.09	<p data-bbox="272 428 971 464"><u>VEHICLE STICKER RECEIPTS (DUPLICATES)</u></p> <p data-bbox="272 493 992 625">Dates: 1987- Volume: 6 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="272 657 1463 751">This record series consists of receipts collected from the sale of vehicle stickers purchased by vehicle owners residing in the city of Rockford.</p> <p data-bbox="272 751 1463 846">The original receipts are filed in the Revenue/Receipting fund collection "turnover" files, see item 800.07 of this application.</p> <p data-bbox="272 877 1430 919">Recommendation: Retain for one (1) year, then dispose of.</p>

State of Illinois
Local Records Commission
Archives Building
Springfield, Illinois 62756
217/782-7075

Application No. 90:235

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

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RM/M RM-9

COUNTY WINNEBAGO CITY ROCKFORD 60114
AGENCY City of Rockford - Fire Department
ADDRESS 204 South First Street
PHONE 815 / 987 / 5663

I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm copies will be made in accordance with standards of the Local Records Commission and will be adequate substitutes for the original records.

William E. Baylor
Signature of Agency Head

Date

WILLIAM E. BAYLOR

LOCAL RECORDS COMMISSION APPROVAL

Robert E. Gushung

CHAIRMAN

John Daly

DIRECTOR, STATE ARCHIVES

OCT 02 1990

DATE

ITEM NO.

DESCRIPTION OF RECORD SERIES

Records listed on this application may be disposed of:

- after their individual retention period is complete,
- 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,
- if they are correctly listed on a Records Disposal Certificate submitted to and approved by the appropriate Local Records Commission.

Any record on this application may be microfilmed and the record disposed of if the record is microfilmed in accordance with the standards of the Local Records Commission Rules and if the film is retained for the prescribed retention period. Disposal of records after microfilming must be noted on the Records Disposal Certificate.

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City of Rockford - Fire Department

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p style="text-align: center;"><u>CITY OF ROCKFORD</u></p> <p style="text-align: center;"><u>FIRE DEPARTMENT - ADMINISTRATION FILES</u></p>
100.01.	<p><u>APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND RECORDS DISPOSAL CERTIFICATES</u></p> <p>Dates: 1988 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
100.02.	<p><u>FREEDOM OF INFORMATION ACT REQUESTS AND DENIALS</u></p> <p>Dates: 1984 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for ten (10) years, then dispose of.</p>
100.03.	<p><u>ADMINISTRATIVE FILES (DEPARTMENT-WIDE)*</u></p> <p>Dates: 1970 - Volume: 50 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Alphabetical by subject</p> <p>This record series includes most correspondence received by and sent from all administrators, offices, and companies. Record series also includes informational materials on various subjects. Forms included RFD 7 - House Memorandum, RFD 8 - Letterhead, RFD 16 - Informal Information Request, and correspondence received from other city departments, citizens, and outside agencies.</p> <p>Recommendation: Retain for one (1) year, then dispose of provided all administrative, fiscal, legal, and/or historical value has expired.</p>

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	<p data-bbox="609 394 917 422" style="text-align: center;"><u>CITY OF ROCKFORD</u></p> <p data-bbox="428 457 1097 485" style="text-align: center;"><u>ADMINISTRATION - FIRE CHIEF'S FILES</u></p> <p data-bbox="73 520 935 548">110.01. <u>ABSENT FROM DUTY FORMS (RFD 140.0)*</u></p> <div data-bbox="266 617 972 743"><p>Dates: 1984 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p></div> <p data-bbox="266 777 1464 968">This form records basic information on absences by an individual. It is used for sickness, injury, or funeral leave. This form is completed by a district chief and sent to the administrative office where the data is entered on the annual personnel status card (RFD-141) and other attendance and timekeeping records.</p> <p data-bbox="266 1001 1448 1035">Recommendation: Retain for two (2) years, then dispose of.</p>
110.02.	<p data-bbox="266 1098 1414 1125"><u>ACCUMULATED COST EXPERIENCE REPORTS AND SUPPORTING DOCUMENTS</u></p> <div data-bbox="266 1194 990 1320"><p>Dates: 1973 - Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p></div> <p data-bbox="266 1354 1464 1577">This record series consists of "Accumulated Cost Experience Reports" and copies of "Reports of Injuries" (Form RFD 151.A). Both documents are utilized for budgetary and informational purposes. The "Accumulated Cost Experience Report" originates with the Department's insurance carrier. The permanent "Report of Injuries" is placed in the personnel file. (See item 23 of Application 90:110.</p> <p data-bbox="266 1610 1456 1671">Recommendation: Retain until administrative use is complete, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
110.03.	<p data-bbox="261 394 1179 426"><u>ACKNOWLEDGEMENT OF GENERAL ORDERS RECEIVED FORMS</u></p> <p data-bbox="261 457 987 583">Dates: 1981 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 615 1458 720">This record series consists of a form the officers at companies sign to acknowledge receipt of general orders. All officers sign the same form.</p> <p data-bbox="261 751 1458 814">Recommendation: Retain for five (5) years after termination of employment, then dispose of.</p>
110.04.	<p data-bbox="261 846 699 877"><u>AMBULANCE REPORT FILES*</u></p> <p data-bbox="261 909 1273 1035">Dates: 1977 - Volume: 56 Cu. Ft. Annual Accumulation: 6 Cu. Ft. Arrangement: Numerical by incident number</p> <p data-bbox="261 1066 1458 1255">This record series is the basic file for all ambulance runs. The receiving hospital also has copies of most forms utilized. Files may contain: 120.0 MICU Run Reports (white), 120.A MICU Narratives (white), 124.0 Lists of Exchangeable/Chargeable drugs and equipment, 127.0 Rockford Services Medical Information Release for Insurance Claims.</p> <p data-bbox="261 1287 1458 1329">Recommendation: Retain for ten (10) years, then dispose of.</p>
110.05.	<p data-bbox="261 1386 751 1417"><u>GENERAL ORDERS (ORIGINALS)</u></p> <p data-bbox="261 1449 980 1575">Dates: 1981 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1606 1458 1743">This record series consists of orders to all personnel from the Fire Chief. These orders may affect specific personnel, or be directed to the entire department. Personnel changes, operational procedures, special events, etc. may all be topics.</p> <p data-bbox="261 1774 995 1801">Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
110.06.	<p data-bbox="266 394 1105 428"><u>INSURANCE SERVICES OFFICE (ISO) RATING FILES</u></p> <p data-bbox="266 457 992 583">Dates: 1970 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="266 617 1463 842">This record series consists of evaluations of the department for fire insurance ratings. The department is periodically evaluated by the Insurance Services Office and rated in a number of subject areas. The city's fire insurance rates are set based on the final rating. The evaluation documents enable the department to make expenditures for improved services in the future.</p> <p data-bbox="266 875 1003 909">Recommendation: Retain permanently.</p>
110.07.	<p data-bbox="266 940 1162 974"><u>LIABILITY RELEASE (RIDING APPARATUS) (RFD 156)*</u></p> <p data-bbox="266 1003 992 1129">Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="266 1163 1463 1262">This record series consists of a form that must be approved prior to any civilian being allowed to ride on the department's apparatus.</p> <p data-bbox="266 1295 1463 1520">Recommendation: Retain for three (3) years after completion of participation of the civilian in the ride-a-long program, then dispose of. If an accident occurs and the civilian sustains a personal injury and is a minor, retain for two years after the minor reaches the age of majority, then dispose of.</p>
110.08.	<p data-bbox="266 1549 1373 1583"><u>POLICIES AND PROCEDURES, RULES AND REGULATIONS (ORIGINALS)</u></p> <p data-bbox="266 1612 1260 1738">Dates: 1984 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by issue date</p> <p data-bbox="266 1772 1463 1892">This record series consists of the policies under which the department operates. They dictate all actions performed by department members and set forth the basic organization and operations of the department.</p> <p data-bbox="266 1925 1175 1959">Recommendation: Retain one copy permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
110.09.	<p data-bbox="267 388 673 420"><u>PROBATIONARY EMPLOYEE</u></p> <p data-bbox="267 451 1307 588">Dates: 1950 - Volume: 15 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by employee name</p> <p data-bbox="267 619 1469 966">This record series is the basic personnel file for all department members. The city's personnel department maintains some insurance records. This file may include: RFD 151.A-Report of Injuries, 151.B-Employer's First Report of Injury, 36.A-Fire Service Casualty Report, 152-Personnel Evaluation for Probationer, 153-Final Probationary Report, 170-Employee Sick Leave Certification, 4-Designation of Beneficiary. College courses, transcripts, certificates, correspondence performance evaluations are also included as necessary. This record series also consists of probation the probation file for individuals not continued in service.</p> <p data-bbox="267 997 1469 1071">Recommendation: Retain for five (5) years following termination of employment, then dispose of.</p>

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	<p align="center"><u>CITY OF ROCKFORD - FIRE DEPARTMENT</u></p>
	<p><u>ADMINISTRATION - DIVISION CHIEF FOR ADMINISTRATIVE AFFAIRS</u></p>
120.01.	<p><u>BUDGET WORKING FILES (DEPARTMENT COPY)</u></p> <p>Dates: 1980 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of computer generated spending reports, drafts for future budgets, cost analyses. Files are utilized in the preparation and execution of budgeted spending.</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
120.02.	<p><u>CLOTHING ISSUE FILE (ORIGINALS)*</u></p> <p>Dates: 1986 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name of employee</p> <p>This file is utilized to record clothing transactions by department members. File includes: measurement information, receipt for goods received, clothing replacement request (RFD 14).</p> <p>Recommendation: Retain for one (1) year after return or accounting of all clothing issued, then dispose of.</p>
120.03.	<p><u>COLLECTIVE BARGAINING NEGOTIATION FILES (DUPLICATES)</u></p> <p>Dates: 1979 - Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This file contains correspondence, notes, miscellaneous information pertaining to collective bargaining negotiations. The city's record copy of collective bargaining negotiation records are maintained in the Legal Department, see Local Records Application 90:248, item 160.15.</p> <p>Recommendation: Retain for five (5) years after expiration of the contract, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
120.04.	<p data-bbox="272 394 1442 426"><u>DATA PROCESSING SYSTEM AND SOFTWARE DOCUMENTATION (ORIGINALS)</u></p> <p data-bbox="272 457 941 594">Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: By program</p> <p data-bbox="272 625 1474 751">These files are utilized to document the operation and updating of the computers and software operated by the department. Files contain: program flow charts, program organization, record of program changes.</p> <p data-bbox="272 783 1474 846">Recommendation: Retain for life of program, system or related data, then dispose of.</p>
120.05.	<p data-bbox="272 877 824 909"><u>FCC RADIO LICENSE (ORIGINALS)</u></p> <p data-bbox="272 940 990 1077">Dates: 1949 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="272 1108 1474 1171">Recommendation: Retain for one (1) year following expiration of the license, then dispose of.</p>
120.06.	<p data-bbox="272 1203 1052 1234"><u>FIRE DEPARTMENT ANNUAL REPORT (ORIGINALS)</u></p> <p data-bbox="272 1266 990 1402">Dates: 1956 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="272 1434 1474 1497">This record series is a statistical and narrative report on the actions of the department during the previous year.</p> <p data-bbox="272 1528 1182 1560">Recommendation: Retain one copy permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
120.07.	<p data-bbox="269 394 1468 453"><u>FIRE DEPARTMENT VEHICLE ACCIDENT REPORT FILE (CITY RECORD COPIES)*</u></p> <p data-bbox="269 489 992 617">Dates: 1951 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="269 653 1468 905">This record series documents all accidents involving fire department vehicles. Copies are sent to insurance carriers and the legal department. The file may contain: 150.A-RFD Accident Report, 150.B-Standard Auto (vehicle) and/or Liability Accident Form, Police Report, Letter of Explanation to chief, 151.A-Injury Report, 151.B-Employer's First Report, 47-Non-Fire Incident Report, 35-Fire Incident Report, and 36.A-Fire Service Casualty Report.</p> <p data-bbox="269 940 1468 1005">Recommendation: Retain for seven (7) years after settlement of all claims, then dispose of.</p>
120.08.	<p data-bbox="269 1041 1143 1066"><u>PETTY CASH RECEIPTS (DEPARTMENT RECORD COPIES)</u></p> <p data-bbox="269 1102 992 1230">Dates: 1975 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="269 1266 1468 1331">This record series consists of receipts for reports, smoke detectors, records, etc.</p> <p data-bbox="269 1367 1451 1392">Recommendation: Retain for two (2) years, then dispose of.</p>
120.09.	<p data-bbox="269 1457 1143 1482"><u>REMOTE FIRE ALARM SYSTEM AGREEMENT (ORIGINALS)</u></p> <p data-bbox="269 1518 1239 1646">Dates: 1977 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subscriber</p> <p data-bbox="269 1682 1468 1747">The Remote Fire Alarm System Agreement is an open-ended agreement between subscribers and the Fire Department.</p> <p data-bbox="269 1782 1468 1869">Recommendation: Retain for ten (10) years after cancellation or supersedence of the agreement, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
120.10.	<p data-bbox="267 388 1031 430"><u>REMOTE FIRE ALARM SYSTEMS CHECKOFF LIST*</u></p> <p data-bbox="267 451 1242 598">Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subscriber</p> <p data-bbox="267 619 1469 724">This record series consists of the checkoff list that tracks all actions taken on agreements. The list is used by office staff to ensure all steps are completed.</p> <p data-bbox="267 745 1453 787">Recommendation: Retain for two (2) years, then dispose of.</p>
120.11.	<p data-bbox="267 808 1128 850"><u>TARP/POLYPROPYLENE PLACEMENT REPORT (RFD 10)*</u></p> <p data-bbox="267 871 990 1018">Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="267 1039 1469 1102">This record series documents use of tarps and is used for billing purposes.</p> <p data-bbox="267 1123 1469 1228">Recommendation: Retain for two (2) years after return of tarpaulin or declaration of loss, then dispose of.</p>

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	<p style="text-align: center;"><u>CITY OF ROCKFORD - FIRE DEPARTMENT</u></p> <p style="text-align: center;"><u>ADMINISTRATION - FISCAL AND TIMEKEEPING FILES</u></p>
130.01.	<p><u>ANNUAL PERSONNEL STATUS CARD (RFD 141) (DUPLICATES)*</u></p> <p>Dates: 1979 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series records the firefighter's work record (attendance) and assignments during the calendar year. At the end of the year the original of this report is submitted to the Personnel Department and filed in the personnel file.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
130.02.	<p><u>CHANGE OF INDIVIDUAL STATUS (RFD 3)</u></p> <p>Dates: 1988 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series is used for data entry purposes for updating files as to current status of employee.</p> <p>Recommendation: Retain for one (1) year after entry and verification, then dispose of.</p>
130.03.	<p><u>COST CENTER REPORT (RFD 1)*</u></p> <p>Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series documents activities of each "cost center" or unit within the department. Utilized by department and city budget office to justify the existence and operation of various units. A copy is kept by the company and a copy is sent to Headquarters which then transmits the information to the City Budget Department</p> <p>Recommendation: Retain for two (2) years, then dispose of. (All Units)</p>

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130.04.	<p data-bbox="264 405 1433 436"><u>INDEX AND REQUEST FOR MIMEOGRAPHED AND PRINTED FORMS (RFD 6) *</u></p> <p data-bbox="264 468 1125 594">Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by company</p> <p data-bbox="264 625 1466 688">This record series is used to order forms from headquarters.</p> <p data-bbox="264 720 1433 762">Recommendation: Retain for one (1) year, then dispose of.</p>
130.05.	<p data-bbox="264 793 1304 825"><u>OUT OF CLASSIFICATION AND OVERTIME REPORT (RFD 145.0) *</u></p> <p data-bbox="264 856 995 982">Dates: 1981 - Volume: 4 Cu. Ft. Annual Accumulation: $\frac{1}{2}$ Cu. Ft. Arrangement: Chronological</p> <p data-bbox="264 1014 1466 1108">In compliance with the Fair Labor Standards Act, this form documents all occurrences which enable a firefighter to gain extra compensation.</p> <p data-bbox="264 1140 1450 1182">Recommendation: Retain for two (2) years, then dispose of.</p>
130.06.	<p data-bbox="264 1234 776 1266"><u>PAYROLL SHEETS (DUPLICATES)</u></p> <p data-bbox="264 1297 995 1423">Dates: 1980 - Volume: 14 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="264 1455 1466 1560">This record series consists of sheets from the payroll department showing amounts paid to all employees of the department. The document is effectively a payroll register.</p> <p data-bbox="264 1591 1450 1623">Recommendation: Retain for two (2) years, then dispose of.</p>

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130.07.	<p data-bbox="264 394 553 426"><u>PURCHASE ORDERS</u></p> <p data-bbox="264 464 990 594">Dates: 1980 - Volume: 7½ Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="264 625 1446 657">Recommendation: Retain for two (2) years, then dispose of.</p>
130.08.	<p data-bbox="264 716 664 747"><u>PURCHASE REQUISITIONS</u></p> <p data-bbox="264 785 990 915">Dates: 1980 - Volume: 4 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p data-bbox="264 947 1463 1010">This record series consists of requisitions sent to city purchasing before a purchase order is issued.</p> <p data-bbox="264 1041 1446 1073">Recommendation: Retain for two (2) years, then dispose of.</p>
130.09.	<p data-bbox="264 1136 870 1167"><u>RECORD OF HOURS WORKED (RFD 15)*</u></p> <p data-bbox="264 1205 1122 1335">Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name</p> <p data-bbox="264 1367 1446 1398">This is a time sheet for administrative office personnel.</p> <p data-bbox="264 1430 1446 1461">Recommendation: Retain for two (2) years, then dispose of.</p>
130.10.	<p data-bbox="264 1524 1040 1556"><u>REQUISITION FOR OFFICE SUPPLIES (RFD 13)*</u></p> <p data-bbox="264 1593 1179 1724">Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: By unit or fire company</p> <p data-bbox="264 1755 1463 1818">This form is utilized by fire companies to obtain office supplies.</p> <p data-bbox="264 1850 1422 1881">Recommendation: Retain for one (1) year, then dispose of.</p>

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130.11.	<p data-bbox="261 401 1182 436"><u>ROCKFORD FILE DEPARTMENT PERSONNEL CARD (RFD 2) *</u></p> <p data-bbox="261 464 974 594">Dates: 1881 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="261 625 1463 688">This form provides a work and rank history on all sworn members of the department.</p> <p data-bbox="261 720 1463 825">Recommendation: Retain for sixty (60) years or until terminated employee's 78th birthday (whichever occurs first), then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.01.	<p data-bbox="440 401 1092 432"><u>CITY OF ROCKFORD - FIRE DEPARTMENT</u></p> <p data-bbox="302 464 1235 527"><u>DIVISION CHIEF FOR TRAINING AND EDUCATION</u> <u>Station 6 - Fire Academy - 3329 West State Street</u></p> <p data-bbox="271 558 1169 590"><u>AMBULANCE DAILY DRUG BOX CHECKLIST (RFD 129.0)*</u></p> <p data-bbox="271 621 993 751">Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="271 783 1468 940">This record series consists of a form which provides a record of controlled substances, needles and scalpels in drug boxes and can be utilized to document shortages or misuse. The form is filled out at ambulance companies and sent to the Academy.</p> <p data-bbox="271 972 1451 1014">Recommendation: Retain for two (2) years, then dispose of.</p>
200.02.	<p data-bbox="271 1073 1185 1104"><u>AMBULANCE DAILY INVENTORY CHECKLIST (RFD 125.0)*</u></p> <p data-bbox="271 1167 993 1297">Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="271 1329 1468 1423">Form RFD 125.0 documents basic equipment found in ambulances. It is filled out by the ambulance company and then sent to the Academy.</p> <p data-bbox="271 1455 1430 1497">Recommendation: Retain for one (1) year, then dispose of.</p>
200.03.	<p data-bbox="271 1549 1201 1581"><u>AMBULANCE WEEKLY INVENTORY CHECKLIST (RFD 126.0)*</u></p> <p data-bbox="271 1612 993 1743">Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="271 1774 1468 1848">This inventory documents more detailed supplies in the ambulance. It is also sent to the Academy.</p> <p data-bbox="271 1879 1430 1921">Recommendation: Retain for one (1) year, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.04.	<p data-bbox="269 390 1468 485"><u>APPLICATIONS FOR EMPLOYMENT (SOLICITED AND UNSOLICITED) AND SUPPORTING DOCUMENTS (i.e. RESUMES, LETTERS OF RECOMMENDATION, ETC.)</u></p> <p data-bbox="269 520 1266 653">Dates: 1980 - Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological, Alphabetical</p> <p data-bbox="269 684 1468 772">The department only retains the files of applicants who are never hired. Hired applicant files go to the Board of Police and Fire Commissioners.</p> <p data-bbox="269 810 1468 972">Recommendation: Retain applications and supporting documents for two (2) years after date of application, then dispose of. Retain applications and supporting documents for one (1) year after date of application, then dispose of.</p>
200.05.	<p data-bbox="269 1003 1468 1062"><u>COMPANY MONTHLY DRILL REPORT (RFD 200) OR DAILY DRILL REPORT (OBSOLETE) *</u></p> <p data-bbox="269 1098 1284 1230">Dates: 1975 - Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological and by company</p> <p data-bbox="269 1262 1468 1329">This record series is used as a data entry form. This form documents attendance and subject matter of company drills.</p> <p data-bbox="269 1356 1468 1455">Recommendation: Retain for two (2) years provided information is transferred to employee's training record, then dispose of.</p>
200.06.	<p data-bbox="269 1486 1435 1518"><u>EMERGENCY MEDICAL TECHNICIAN BASIC AND REFRESHER COURSE FILES</u></p> <p data-bbox="269 1549 987 1675">Dates: 1985 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1707 1468 1875">This file is a basic record of satisfaction of requirements for EMT's. Files may contain: score sheets, class rosters, exams, EMT training course application form (IDPH: DEMS 1/85), and evaluations. IDPH maintains EMT Certification Records for five (5) years as per State Records Application #83-51, item 2.</p> <p data-bbox="261 1902 1468 1995">Recommendation: Retain for two (2) years after expiration of certification of the class participants, then dispose of.</p>

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200.07.	<p data-bbox="272 401 1170 432"><u>EVALUATION OF RECRUIT FIREFIGHTERS (DUPLICATES)</u></p> <p data-bbox="272 464 997 594">Dates: 1976 - Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="272 625 1471 722">This record series is the instructor's copy of the recruit's evaluation. A copy goes to both the Police and Fire Commission and the individual's personnel file.</p> <p data-bbox="272 753 1471 884">Recommendation: Retain for one (1) year after completion of a successful probationary period or for one (1) year after dismissal, if the recruit is not certified, then dispose of.</p>
200.08.	<p data-bbox="272 915 745 947"><u>EXAMINATION RESULTS LISTS</u></p> <p data-bbox="272 978 997 1108">Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="272 1140 1471 1236">This record series is a grade report compiled after all examinations. It lists the individual's name and grade on the exam.</p> <p data-bbox="272 1268 1471 1367">Recommendation: Retain five (5) years after expiration of applicable eligibility list, then dispose of.</p>
200.09.	<p data-bbox="272 1398 1029 1430"><u>FUTURE CONTACT INFORMATION SHEET OR LOG*</u></p> <p data-bbox="272 1461 972 1591">Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="272 1623 1471 1719">This form is used to keep track of individuals interested in receiving applications. Applications are sent out once per year (currently--depends on needs).</p> <p data-bbox="272 1751 1451 1787">Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.10.	<p data-bbox="277 401 1192 432"><u>GENERAL TRAINING FILES AND CERTIFICATION RESULTS</u></p> <p data-bbox="277 464 1471 594">Dates: 1980 - Volume: 5 Cu. Ft. Annual Accumulation: $\frac{1}{2}$ Cu. Ft. Arrangement: Alphabetical by subject, Chronological</p> <p data-bbox="277 625 1471 783">This record series contains basic information on each course taught and certifications sought. Authorization from State Fire Marshal to conduct training and certification courses, applications of students for certification, course outlines, class lists, examinations and results.</p> <p data-bbox="277 814 1471 1014">Recommendation: Retain for one (1) year after expiration of authorization, then dispose of. (The Local Fire Protection Unit Certification Files are maintained for twenty-six (26) years by the Illinois State Fire Marshal's Office, as per item 1 of State Records Application 87-86.).</p>
200.11.	<p data-bbox="277 1052 938 1083"><u>INCIDENT CRITIQUE FORMS (RFD A55A)*</u></p> <p data-bbox="277 1115 995 1245">Dates: 1981 - Volume: $1\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="277 1276 1471 1371">This record series consists of forms which are used to critique major incidents. They have training and future reference value.</p> <p data-bbox="277 1402 1471 1497">Recommendation: Retain ten (10) years, then dispose of provided all training and reference use has expired.</p>

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200.12.	<p data-bbox="272 394 771 426"><u>INDIVIDUAL TRAINING FILES*</u></p> <p data-bbox="272 457 982 594">Dates: 1952 - Volume: 4½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="272 625 1474 856">This record series consists of files that may contain: RFD 201-Second Driver Training Report, RFD 204-Request for National Fire Academy Training, RFD 205-Acceptance to National Fire Academy, RFD 206-Personal Schooling Report, Awards, Commendation Letters, Training Test Scores, Academy Evaluations, Academy Injury Reports (36.A, 151A, 151B), RFD 203--Application for Driver/Engineer, C License, Road Test, and Correspondence.</p> <p data-bbox="272 888 1474 955">Recommendation: Retain until one (1) year after individual's 70th birthday, then dispose of.</p>
200.13.	<p data-bbox="272 976 1096 1008"><u>PARAMEDIC CONTINUING EDUCATION CREDIT FILES</u></p> <p data-bbox="272 1039 982 1176">Dates: 1984 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="272 1207 1474 1302">This record series constitutes a backup to the resource hospital's files on department paramedics. The resource hospital maintains the primary files.</p> <p data-bbox="272 1333 1474 1396">Recommendation: Retain for five (5) years after expiration of certification, then dispose of.</p>
200.14.	<p data-bbox="272 1417 1323 1449"><u>REIMBURSEMENT CLAIMS TO STATE FIRE MARSHAL FOR TRAINING</u></p> <p data-bbox="272 1480 998 1617">Dates: 1972 - Volume: 2½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="272 1648 1474 1753">This record series contains IL 592-0203-Claim for Reimbursement forms. The file is used to document claims to the State Fire Marshal for reimbursement for training activities.</p> <p data-bbox="272 1774 1474 1816">Recommendation: Retain for three (3) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.15.	<p data-bbox="266 405 837 432"><u>SCRIPTS OF TRAINING VIDEOTAPES</u></p> <p data-bbox="266 468 1182 596">Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject</p> <p data-bbox="266 632 1458 695">Recommendation: Retain until administrative use is complete, then dispose of.</p>
200.16.	<p data-bbox="266 758 607 785"><u>TRAINING BULLETIN*</u></p> <p data-bbox="266 821 987 949">Dates: 1965- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="266 984 1458 1073">This record series consists of a newsletter which brings items of interest and usefulness to the attention of department members.</p> <p data-bbox="266 1108 1458 1171">Recommendation: Retain until administrative use is complete, then dispose of.</p>
200.17.	<p data-bbox="266 1241 967 1268"><u>TRAINING VIDEOTAPES (PRODUCED BY RFD)</u></p> <p data-bbox="266 1335 928 1463">Dates: 1980 - Volume: 5 Cu. Ft. Annual Accumulation: $\frac{1}{2}$ Cu. Ft. Arrangement: By subject</p> <p data-bbox="266 1499 1458 1587">This record series consists of videotapes created by the department to demonstrate procedures to and inform department members.</p> <p data-bbox="266 1623 1172 1661">Recommendation: Retain one copy permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p style="text-align: center;"><u>CITY OF ROCKFORD - FIRE DEPARTMENT</u></p> <p style="text-align: center;"><u>DIVISION CHIEF FOR EMERGENCY OPERATIONS</u></p>
300.01.	<p><u>BUILDING SURVEY REPORT (RFD 159)*</u></p> <p>Dates: 1978 - Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: By address</p> <p>This record series also includes RFD 162--Pre-Fire Plan Hazardous Material List. The record is used to pre-plan buildings to enable better response by fire companies. The record is periodically updated by survey report revision (RFD 160).</p> <p>Recommendation: Retain until superseded, then dispose of.</p>
300.02.	<p><u>DAILY 0800 PERSONNEL REPORT (RFD 142)*</u></p> <p>Dates: 1975 - Volume: 4 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>This record series shows the status of all personnel at the beginning of the day's shift.</p> <p>Recommendation: Retain original for five (5) years, then dispose of. Retain duplicate copies until administrative use is complete, then dispose of.</p>
300.03.	<p><u>INITIAL REACTION CARD FOR PRE-PLANNED RESPONSE (RFD 161)*</u></p> <p>Dates: 1987 - Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: By address</p> <p>This record series provides "at a glance" the pre-planned response at a specific location.</p> <p>Recommendation: Retain until superseded, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.04.	<p data-bbox="266 394 876 428"><u>PROJECT STATUS REPORT (RFD 158)*</u></p> <p data-bbox="266 457 935 596">Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: By project</p> <p data-bbox="266 625 1461 688">This record series is a report which advises the division chief of the status of project.</p> <p data-bbox="266 718 1461 781">Recommendation: Retain until administrative use is complete, then dispose of.</p>
300.05.	<p data-bbox="266 814 857 848"><u>REQUEST FOR TRANSFER (RFD 147)*</u></p> <p data-bbox="266 877 990 1016">Dates: 1984 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="266 1045 1461 1108">This record series consists of written notice of an individual's desire to transfer within the department.</p> <p data-bbox="266 1138 1461 1201">Recommendation: Retain for one year after the completion of transfer assignments, then dispose of.</p>
300.06.	<p data-bbox="266 1234 893 1268"><u>SURVEY REPORT REVISION (RFD 160)*</u></p> <p data-bbox="266 1297 990 1436">Dates: 1986 - Volume: 1 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="266 1465 1461 1528">This record series is used to update Building Survey Reports (RFD 159).</p> <p data-bbox="266 1558 1429 1591">Recommendation: Retain for one (1) year, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.07.	<p data-bbox="266 405 1463 468"><u>VACATION AND KELLY DAY DISTRICT SHIFT REPORT (RFD 169.A AND 169.5) *</u></p> <p data-bbox="266 499 992 630">Dates: 1988 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="266 661 1463 756">This record series is used to follow usage of vacation and Kelly days. The report enables administration to anticipate hiring needs.</p> <p data-bbox="266 787 1450 819">Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<u>CITY OF ROCKFORD - FIRE DEPARTMENT</u>
	<u>DIVISION CHIEF FOR EMERGENCY OPERATIONS - ALARM OFFICE</u>
310.01.	<u>ALARM OPERATOR'S LOG*</u> Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological This record series consists of a log which acts as a pass-on log for alarm operators. The log notes all problems, changes, and situations of note. Recommendation: Retain for one (1) year, then dispose of.
310.02.	<u>COMMUNICATIONS TAPES*</u> Dates: 1988 - Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological This record series is a record of all telephone and radio communications to/from alarm office. Tapes are synchronized to time signal. Tapes are changed on a daily basis; about 30 tapes are rotated over time. Tapes are retained immediately if there is any question about contents. Recommendation: Retain for thirty days or until summaries are recorded in a radio transmission log, then dispose of or erase.
310.03.	<u>DAILY ALARM INCIDENT REPORT LOG (RFD 42)*</u> Dates: 1977 - Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological This record series is a chronological record of all incidents responded to by the department. Recommendation: Retain for two (2) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
310.04.	<p data-bbox="267 399 836 430"><u>HYDRANT RECORD CARD (RFD 167) *</u></p> <p data-bbox="267 493 1185 630">Dates: 1976 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by address</p> <p data-bbox="267 661 1469 724">This record series is a record of fire hydrants and testing performed by fire companies.</p> <p data-bbox="267 745 1469 819">Recommendation: Retain for two (2) years after the hydrant is removed or replaced, then dispose of.</p>
310.05.	<p data-bbox="267 850 1469 913"><u>HYDRANTS, SPRINKLERS, AND STREETS OUT-OF-SERVICE LOG AND CARDS (RFD 39, RFD 41, RFD 40) *</u></p> <p data-bbox="267 945 990 1081">Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="267 1113 1469 1176">This record series is a record of hydrants, sprinklers, or streets out of service.</p> <p data-bbox="267 1207 1469 1302">Recommendation: Retain for one year after hydrant, sprinkler, or street is placed back in service, then dispose of.</p>
310.06.	<p data-bbox="267 1333 1421 1375"><u>INCIDENT DATA CARD (DISPATCH CARD) (RFD 43, RFD 44, RFD 45) *</u></p> <p data-bbox="267 1396 1282 1533">Dates: 1979 - Volume: 17 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Numerical by incident number</p> <p data-bbox="267 1554 1469 1690">This record series consists of cards which are punched in time clock to document when alarm received, when units dispatched, when units arrive at scene, and when scene is secured and units released. (Supplements communications tapes)</p> <p data-bbox="267 1711 1453 1753">Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
310.07.	<p data-bbox="264 394 764 426"><u>MAP BOOK CHANGES (RFD 37) *</u></p> <p data-bbox="264 464 992 594">Dates: 1978 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 625 1463 688">This record series consists of a form which is used to update the map book.</p> <p data-bbox="264 720 1463 783">Recommendation: Retain for one year after change is made, then dispose of.</p>
310.08.	<p data-bbox="264 814 1284 846"><u>MUTUAL AID BOX ALARM SYSTEM CARDS AND RESOURCE MANUAL</u></p> <p data-bbox="264 884 976 1014">Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: By community</p> <p data-bbox="264 1045 1463 1203">The Mutual Aid Box Alarm System enables different fire departments to provide manpower and equipment to departments in need of such during major incidents. The cards detail assignments and the resource manual shows available equipment in each participating department.</p> <p data-bbox="264 1234 1430 1266">Recommendation: Retain until superseded, then dispose of.</p>
310.09.	<p data-bbox="264 1297 1068 1329"><u>OWNER OCCUPANT PHONE NUMBER CARD (RFD 46) *</u></p> <p data-bbox="264 1360 1162 1491">Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by street</p> <p data-bbox="264 1522 1463 1585">This record enables the department to contact building owners or occupants during emergency situations.</p> <p data-bbox="264 1617 1430 1648">Recommendation: Retain until superseded, then dispose of.</p>

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310.10.	<p data-bbox="261 394 850 422"><u>TTY INFORMATION SHEET (RFD 38) *</u></p> <p data-bbox="261 457 1122 590">Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by code</p> <p data-bbox="261 621 1463 684">This record series consists of an information sheet used to document TTY codes for hearing impaired individuals.</p> <p data-bbox="261 716 1430 743">Recommendation: Retain until superseded, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p style="text-align: center;"><u>CITY OF ROCKFORD - FIRE DEPARTMENT</u></p> <p><u>DIVISION CHIEF FOR EMERGENCY OPERATIONS - FIRE COMPANY RECORDS</u></p>
320.01.	<p><u>AMBULANCE DAILY MAINTENANCE LOG (RFD 123.0)*</u></p> <p>Dates: 1988 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of Form 123.0 which records the vehicle's condition on a daily basis.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
320.02.	<p><u>COMPANY ALARM JOURNAL</u></p> <p>Dates: 1915 - Volume: Unknown Annual Accumulation: Unknown Arrangement: Chronological</p> <p>This record series is a record of all alarms responded to by company.</p> <p>Recommendation: Retain permanently.</p>
320.03.	<p><u>COMPANY PASS-ON LOG*</u></p> <p>Dates: 1985 - Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series is an informal log kept by most companies. The log records information of short-term value which is passed on to other shifts. Information may include chores to be performed, maintenance needs, supplies ordered or needed, and local problems. This record is not in a formal log book (usually a spiral notebook).</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>

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320.04.	<p data-bbox="267 388 1055 420"><u>DAILY COMPANY JOURNAL (DAILY ACTIVITIES) *</u></p> <table data-bbox="267 451 998 588"><tr><td>Dates:</td><td>1908 -</td></tr><tr><td>Volume:</td><td>Unknown</td></tr><tr><td>Annual Accumulation:</td><td>2 Cu. Ft.</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr></table> <p data-bbox="267 619 1469 682">This record series is a record of company's activities on a daily basis.</p> <p data-bbox="267 714 1006 745">Recommendation: Retain permanently.</p>	Dates:	1908 -	Volume:	Unknown	Annual Accumulation:	2 Cu. Ft.	Arrangement:	Chronological
Dates:	1908 -								
Volume:	Unknown								
Annual Accumulation:	2 Cu. Ft.								
Arrangement:	Chronological								
320.05.	<p data-bbox="267 777 860 808"><u>HOSE RECORD (COMPANY) (RFD 95) *</u></p> <table data-bbox="267 840 941 976"><tr><td>Dates:</td><td>1960 -</td></tr><tr><td>Volume:</td><td>Negligible</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Numerical</td></tr></table> <p data-bbox="267 1008 1469 1071">This record series is a record of all hose used by the fire company.</p> <p data-bbox="267 1102 1461 1165">Recommendation: Retain until hose is taken out of service, then dispose of.</p>	Dates:	1960 -	Volume:	Negligible	Annual Accumulation:	Negligible	Arrangement:	Numerical
Dates:	1960 -								
Volume:	Negligible								
Annual Accumulation:	Negligible								
Arrangement:	Numerical								
320.06.	<p data-bbox="267 1197 860 1228"><u>INDIVIDUAL ROPE CARD (RFD 163) *</u></p> <table data-bbox="267 1260 941 1396"><tr><td>Dates:</td><td>1983 -</td></tr><tr><td>Volume:</td><td>Negligible</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Numerical</td></tr></table> <p data-bbox="267 1428 1469 1491">This record series consists of a record of all ropes and the service performed on rope.</p> <p data-bbox="267 1522 1461 1585">Recommendation: Retain until rope is taken out of service, then dispose of.</p>	Dates:	1983 -	Volume:	Negligible	Annual Accumulation:	Negligible	Arrangement:	Numerical
Dates:	1983 -								
Volume:	Negligible								
Annual Accumulation:	Negligible								
Arrangement:	Numerical								

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
320.07.	<p data-bbox="267 388 1015 430"><u>IN-SERVICE TRAINING SCHEDULE (RFD 202)*</u></p> <p data-bbox="267 483 998 619">Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="267 640 1469 724">This record series consists of a record of plans by company to perform training.</p> <p data-bbox="267 745 1437 787">Recommendation: Retain for one (1) year, then dispose of.</p>
320.08.	<p data-bbox="267 840 657 882"><u>LOAN SLIP (RFD 172)*</u></p> <p data-bbox="267 903 998 1039">Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="267 1060 1469 1144">This record series consists of a record of items loaned to various individuals or groups.</p> <p data-bbox="267 1165 1469 1249">Recommendation: Retain until equipment is returned or otherwise accounted for, then dispose of.</p>
320.09.	<p data-bbox="267 1260 1242 1302"><u>MAINTENANCE JOURNALS (STATION, FUEL, AND APPARATUS)</u></p> <p data-bbox="267 1323 998 1459">Dates: 1946 - Volume: Unknown Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="267 1480 1469 1564">This record series consists of a record of all maintenance performed on stations and apparatus.</p> <p data-bbox="267 1585 1469 1753">Recommendation: Retain station and apparatus journals for life of station or apparatus, then dispose of. Retain fuel journals for three (3) years after date of final entry, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES								
320.10.	<p data-bbox="267 388 1469 451"><u>MISCELLANEOUS DEPARTMENT JOURNALS (NOT ASSIGNABLE TO ANY COMPANY OR STATION)</u></p> <table data-bbox="267 483 1469 630"><tr><td>Dates:</td><td>1883 - 1940</td></tr><tr><td>Volume:</td><td>Unknown</td></tr><tr><td>Annual Accumulation:</td><td>Unknown</td></tr><tr><td>Arrangement:</td><td>Chronological and by type of journal</td></tr></table> <p data-bbox="267 651 1469 787">This record series consists of records that are primarily historical (pre-1940) in nature--included are: department, alarms, payroll, pension, day book, fire losses, alarms outside city, personnel, auto fires, and correspondence journals.</p> <p data-bbox="267 808 1469 850">Recommendation: Retain permanently.</p>	Dates:	1883 - 1940	Volume:	Unknown	Annual Accumulation:	Unknown	Arrangement:	Chronological and by type of journal
Dates:	1883 - 1940								
Volume:	Unknown								
Annual Accumulation:	Unknown								
Arrangement:	Chronological and by type of journal								
320.11.	<p data-bbox="267 903 592 945"><u>STATION WATCH LOG</u></p> <table data-bbox="267 966 998 1102"><tr><td>Dates:</td><td>1929 - 1982</td></tr><tr><td>Volume:</td><td>Unknown</td></tr><tr><td>Annual Accumulation:</td><td>Obsolete</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr></table> <p data-bbox="267 1123 1469 1228">This record series consists of a watch log in which all stations formerly kept track of all alarms. Alarms for each company should be reflected in alarm logs.</p> <p data-bbox="267 1249 1469 1291">Recommendation: Accumulation may be disposed of.</p>	Dates:	1929 - 1982	Volume:	Unknown	Annual Accumulation:	Obsolete	Arrangement:	Chronological
Dates:	1929 - 1982								
Volume:	Unknown								
Annual Accumulation:	Obsolete								
Arrangement:	Chronological								
320.12.	<p data-bbox="267 1344 860 1386"><u>TARPAULIN RECORD CARD (RFD 96)*</u></p> <table data-bbox="267 1407 941 1543"><tr><td>Dates:</td><td>1973 -</td></tr><tr><td>Volume:</td><td>Negligible</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Numerical</td></tr></table> <p data-bbox="267 1564 1469 1648">This record series documents usage and status of tarpaulins assigned to company.</p> <p data-bbox="267 1669 1469 1743">Recommendation: Retain for life of tarpaulin, then dispose of.</p>	Dates:	1973 -	Volume:	Negligible	Annual Accumulation:	Negligible	Arrangement:	Numerical
Dates:	1973 -								
Volume:	Negligible								
Annual Accumulation:	Negligible								
Arrangement:	Numerical								

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	<u>DIVISION CHIEF FOR EMERGENCY OPERATIONS - DISTRICT CHIEFS</u>
330.01.	<u>COMPANY VACATION SCHEDULES (RFD 154)*</u> Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: By Company This record series consists of Form 154 which provides a record of vacation choices. Recommendation: Retain for two (2) years, then dispose of.
330.02.	<u>EMERGENCY LEAVE REQUEST (SHIFT EXCHANGE REQUEST) (RFD 148)*</u> Dates: 1988 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological This record series consists of Form 148 which is used to record the exchanging of shift assignments and approval for same. Recommendation: Retain for two (2) years, then dispose of.
330.03.	<u>HOURS WORKED-HYDRANT TESTING (RFD 168)*</u> Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological This record series is a record of hours spent by companies in hydrant testing. Recommendation: Retain for two (2) years, then dispose of.

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330.04.	<p data-bbox="267 401 781 426"><u>MASTER ROPE CARD (RFD 164)*</u></p> <p data-bbox="267 468 935 590">Dates: 1982 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical</p> <p data-bbox="267 625 1463 684">This record series is a record of ropes assigned to other companies.</p> <p data-bbox="267 720 1463 779">Recommendation: Retain until superseded by new card, then dispose of.</p>
330.05.	<p data-bbox="267 821 1203 846"><u>PORTABLE RADIO BATTERY CHARGING RECORD (RFD 149)*</u></p> <p data-bbox="267 884 992 1005">Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="267 1041 1463 1100">This record series is a record of battery charges of the Deputy Chief's portable radio.</p> <p data-bbox="267 1136 1463 1194">Recommendation: Retain for one year (1) from the date of last entry, then dispose of.</p>
330.06.	<p data-bbox="267 1236 1281 1262"><u>UNIFORM AND PROTECTIVE CLOTHING INSPECTION (RFD 144)*</u></p> <p data-bbox="267 1299 1122 1421">Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name</p> <p data-bbox="267 1457 1463 1516">This record series consists of Form 144 which is used to monitor the condition of department members clothing.</p> <p data-bbox="267 1551 1430 1585">Recommendation: Retain for one (1) year, then dispose of.</p>

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340.01.	<p data-bbox="440 394 1094 426"><u>CITY OF ROCKFORD - FIRE DEPARTMENT</u></p> <p data-bbox="394 457 1141 520"><u>DIVISION CHIEF FOR EMERGENCY OPERATIONS</u> <u>EMERGENCY SERVICES AND DISASTER AGENCY</u></p> <p data-bbox="272 552 1360 583"><u>RADIOLOGICAL MONITORING INSTRUMENTS CHECK SHEET (RFD 99)*</u></p> <p data-bbox="272 615 997 751">Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="272 779 1468 842">This record series consists of records pertaining to maintenance checks on monitoring devices.</p> <p data-bbox="272 873 1468 936">Recommendation: Retain for life of equipment, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p style="text-align: center;"><u>CITY OF ROCKFORD - FIRE DEPARTMENT</u></p> <p style="text-align: center;"><u>DIVISION CHIEF FOR EMERGENCY OPERATIONS - HAZARDOUS MATERIALS UNIT</u></p> <p style="text-align: center;"><u>Station 11 - 2117 Calgary</u></p>
350.01.	<p><u>ACID SUIT HISTORY RECORD</u></p> <p>Dates: 1982 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of records of all uses and exposures of acid suits. The file includes dates, user, suit number, type of use and exposure to substance.</p> <p>Recommendation: Retain for three (3) years after suits are taken out of service, then dispose of.</p>
350.02.	<p><u>MATERIAL SAFETY DATA SHEETS</u></p> <p>Dates: 1986 - Volume: 9 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical by business name</p> <p>This record series consists of sheets from businesses required to submit MSDS.</p> <p>Recommendation: Retain until superseded or inactivated, then dispose of.</p>
350.03.	<p><u>HAZARDOUS MATERIALS FIELD REPORT (RFD 174) (DUPLICATE)*</u></p> <p>Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of a record of hazardous materials incidents. The primary copy is filed with incident report.</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p data-bbox="443 401 1092 432"><u>CITY OF ROCKFORD - FIRE DEPARTMENT</u></p> <p data-bbox="443 464 1092 495"><u>DIVISION CHIEF FOR FIRE PREVENTION</u></p>
400.01.	<p data-bbox="272 527 1016 558"><u>ASSIGNMENT OF HAZARDOUS MATERIAL ROUTES</u></p> <p data-bbox="272 590 1170 726">Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by street</p> <p data-bbox="272 751 1471 821">This record series documents the hazardous material routes through the City of Rockford.</p> <p data-bbox="272 852 1438 884">Recommendation: Retain until superseded, then dispose of.</p>
400.02.	<p data-bbox="272 915 537 947"><u>BUILDING PLANS</u></p> <p data-bbox="272 978 935 1104">Dates: 1970 - Volume: 12 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: None</p> <p data-bbox="272 1136 1471 1241">This record series consists of plans for review by FPB, sprinkler and egress plans of new and remodeled structures. The record has some long-term value.</p> <p data-bbox="272 1272 1008 1304">Recommendation: Retain permanently.</p>
400.03.	<p data-bbox="272 1356 805 1388"><u>FIRE DRILL RECORD (SCHOOLS)*</u></p> <p data-bbox="272 1419 992 1556">Dates: 1981 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="272 1587 1471 1650">This record series is a documentation of fire drill activities at schools.</p> <p data-bbox="272 1682 1463 1713">Recommendation: Retain for five (5) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.04.	<p data-bbox="267 405 1396 436"><u>FIRE DRILL RECORD FOR HOSPITALS AND NURSING HOMES (RFD 60)*</u></p> <p data-bbox="267 468 990 594">Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="267 625 1461 699">This record series is a documentation of fire drills at hospitals and health care agencies.</p> <p data-bbox="267 720 1461 762">Recommendation: Retain for five (5) years, then dispose of.</p>
400.05.	<p data-bbox="267 793 743 825"><u>FIRE INVESTIGATION FILES*</u></p> <p data-bbox="267 856 933 982">Dates: 1954 - Volume: 37 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Numerical</p> <p data-bbox="267 1014 1461 1213">This record series consists of information gathered by a fire investigator. The file may contain: RFD--Fire Scene Investigation Form, RFD 53--Evidence Receipt (DLE 6-36), RFD 54--Evidence Log Sheet, RFD 66--Arson Fires Information Sheet, RFD-67 Narrative Report, RFD 69--Rights Waiver, RFD 70--Search Consent Form, RFD 35--Fire Incident Report (duplicate).</p> <p data-bbox="267 1234 1461 1339">Recommendation: Retain for seven (7) years, then dispose of. Retain arson cases for eighty (80) years, then dispose of.</p>
400.06.	<p data-bbox="267 1371 685 1402"><u>FIRE PREVENTION FILES*</u></p> <p data-bbox="267 1434 1063 1560">Dates: 1960 - Volume: 40 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: By street address</p> <p data-bbox="267 1591 1461 1780">This record series may contain the following: RFD 56--Fire Prevention Permit Application, RFD 57A--Fire Inspection Report, RFD 57B--Fire Inspection Report Supplemental, RFD 58--Release of Liability for Standpipe Testing, RFD 65--Health Care Facility Report of Fire Incident, and RFD 68--Release of Liability for Key Boxes, and correspondence.</p> <p data-bbox="267 1812 1461 1885">Recommendation: Retain for two (2) years after life of structure, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.07.	<p data-bbox="267 394 941 436"><u>HAZARDOUS MATERIALS COMPLIANCE DATA</u></p> <p data-bbox="267 457 1469 630">Dates: 1984 - Volume: 10 Cu. Ft. Annual Accumulation: Negligible Arrangement: By type of plan and Alphabetical by company name</p> <p data-bbox="267 651 1469 793">This record series is a documentation of compliance with Resource Conservation and Recovery Act, Chemical Safety Act, EPA Hazardous Waste Act, and the Right-to-Know Law. The file may contain contingency plans, MSDS, etc.</p> <p data-bbox="267 814 1372 856">Recommendation: Retain until superseded, then dispose of.</p>
400.08.	<p data-bbox="267 877 1226 919"><u>HAZARDOUS MATERIALS INCIDENT EVALUATION (RFD 175)*</u></p> <p data-bbox="267 940 998 1081">Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="267 1102 1469 1176">This record series is an evaluation of response to hazardous materials incidents.</p> <p data-bbox="267 1197 1469 1270">Recommendation: Retain until administrative use is complete, then dispose of.</p>
400.09.	<p data-bbox="267 1323 690 1365"><u>INCIDENT REPORT FILES*</u></p> <p data-bbox="267 1386 998 1528">Dates: 1980 - Volume: 29 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="267 1549 1469 1722">This record series is a primary record of all fires. The files may contain RFD 35--Fire Incident Report, RFD 36A--Fire Service Casualty Report, RFD 36B--Civilian Casualty Report, RFD 47--Non-Fire Incident Report, RFD 173--Liability Release, RFD 174--Hazardous Materials Field Report, and patient refusals.</p> <p data-bbox="267 1743 1469 1848">Recommendation: Retain for seven (7) years, then dispose of. Retain arson cases for eighty (80) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.10.	<p data-bbox="267 399 706 430"><u>INSPECTORS' WORK SHEETS</u></p> <p data-bbox="267 462 990 588">Dates: 1980-1982 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological</p> <p data-bbox="267 619 1461 682">This record series is documentation of time spent by fire inspectors.</p> <p data-bbox="267 714 1258 745">Recommendation: Accumulation may be disposed of.</p>
400.11.	<p data-bbox="267 808 747 840"><u>PHOTOGRAPHS AND NEGATIVES</u></p> <p data-bbox="267 871 990 997">Dates: 1950 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="267 1029 1461 1092">This record series consists of photos of major incidents and various events in the Fire Department's history.</p> <p data-bbox="267 1123 1006 1155">Recommendation: Retain permanently.</p>
400.12.	<p data-bbox="267 1228 535 1260"><u>SPRINKLER BOOK</u></p> <p data-bbox="267 1291 1161 1417">Dates: 1988 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by street</p> <p data-bbox="267 1449 1461 1512">This record series is a record of sprinklers, their location and status.</p> <p data-bbox="267 1543 1429 1575">Recommendation: Retain until superseded, then dispose of.</p>
400.13.	<p data-bbox="267 1606 876 1638"><u>SPRINKLER BOOK CHANGES (RFD 59)*</u></p> <p data-bbox="267 1669 990 1795">Dates: 1988 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="267 1827 1461 1890">This record series contains information used to update sprinkler book.</p> <p data-bbox="267 1921 1461 1984">Recommendation: Retain for one (1) year after change, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.14.	<p data-bbox="267 405 803 436"><u>VIDEOTAPES OF FIRE INCIDENTS</u></p> <p data-bbox="267 468 998 604">Dates: 1988 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="267 630 1469 730">This record series consists of videotapes used primarily for training/evaluation purposes. May be used to document suspicious or arson fires evidence collection.</p> <p data-bbox="267 756 1469 982">Recommendation: Retain videotapes used for training or administrative purposes until administrative use is complete, then dispose of. Retain tapes used in investigations for seven (7) years, then dispose of or erase except for arson cases, which must be retained for eighty (80) years, then dispose of.</p>

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	<p style="text-align: center;"><u>CITY OF ROCKFORD - FIRE DEPARTMENT</u> <u>DIVISION CHIEF FOR EQUIPMENT AND MAINTENANCE</u> <u>VEHICLE AND EQUIPMENT MAINTENANCE</u> <u>Station 7 - 2323 Sawyer Road</u></p>
500.01.	<p><u>ANNUAL INVENTORY (RFD 97)*</u></p> <p>Dates: 1964 - Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series is a record of all items as assigned to companies.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
500.02.	<p><u>HOSE RECORD CORD (INDIVIDUAL) (RFD 94)*</u></p> <p>Dates: 1960 - Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical</p> <p>This record series is a documentation of condition and use of fire department hoses.</p> <p>Recommendation: Retain for life of hose, then dispose of.</p>
500.03.	<p><u>PLANS AND SPECIFICATIONS FOR FIRE DEPARTMENT STRUCTURES AND EQUIPMENT</u></p> <p>Dates: 1969 - Volume: 3½ Cu. Ft. Annual Accumulation: Negligible Arrangement: None</p> <p>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.04.	<p data-bbox="269 405 1304 436"><u>PUMP SERVICE TEST RESULTS, LADDER SERVICE TEST RESULTS</u></p> <p data-bbox="269 468 1266 604">Dates: 1955 - Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical by vehicle number</p> <p data-bbox="269 630 1468 730">This record series consists of record of tests that are performed by impartial third parties to determine serviceability of equipment.</p> <p data-bbox="269 758 1468 825">Recommendation: Retain for life of equipment, then dispose of.</p>
500.05.	<p data-bbox="269 856 1092 888"><u>REQUISITION FOR SPECIAL SUPPLIES (RFD 100)*</u></p> <p data-bbox="269 919 995 1045">Dates: 1988 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="269 1077 1433 1108">Recommendation: Retain for one (1) year, then dispose of.</p>
500.06.	<p data-bbox="269 1171 1401 1203"><u>SELF-CONTAINED BREATHING APPARATUS COMPLAINT FORM (RFD 90)*</u></p> <p data-bbox="269 1234 995 1360">Dates: 1988 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="269 1392 1468 1465">This record series consists of Form RFD 90 which is used to generate repairs.</p> <p data-bbox="269 1497 1468 1602">Recommendation: Retain for sixty (60) days after repair has been completed and SCBA is placed back in service, then dispose of.</p>

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500.07.	<p data-bbox="267 405 764 432"><u>VEHICLE MAINTENANCE FILES*</u></p> <p data-bbox="267 468 1263 596">Dates: 1954 - Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical by vehicle number</p> <p data-bbox="267 630 1463 753">This record series is a documentation of the maintenance of all department vehicles. Files may contain shop repair tickets, preventative maintenance schedule, and driver's reports (RFD 91).</p> <p data-bbox="267 787 1463 850">Recommendation: Retain until vehicle is sold, traded, or junked, then dispose of.</p>
500.08.	<p data-bbox="267 888 690 915"><u>WORK REQUEST (RFD 93)*</u></p> <p data-bbox="267 951 992 1079">Dates: 1988 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="267 1113 1463 1173">This record series consists of requests for work to be performed.</p> <p data-bbox="267 1207 1463 1270">Recommendation: Retain for sixty (60) days after work is complete, then dispose of.</p>

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600.01.	<p data-bbox="427 401 1115 430"><u>CITY OF ROCKFORD - POLICE DEPARTMENT</u></p> <p data-bbox="634 466 902 495"><u>SUPPLY COMPANY</u></p> <p data-bbox="483 495 1057 525"><u>Station 10 - 3407 Rural Street</u></p> <p data-bbox="277 560 1057 590"><u>REQUISITION FOR NORMAL SUPPLIES (RFD 92)*</u></p> <p data-bbox="277 625 998 751">Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="277 787 1437 816">Recommendation: Retain for one (1) year, then dispose of.</p>
600.02.	<p data-bbox="277 884 638 913"><u>STATION SUPPLY LOG*</u></p> <p data-bbox="277 949 943 1075">Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: By station</p> <p data-bbox="277 1110 1471 1171">This record series is used for basic accounting purposes to watch for unusual usages and to account for supplies used.</p> <p data-bbox="277 1207 1458 1236">Recommendation: Retain for two (2) years, then dispose of.</p>

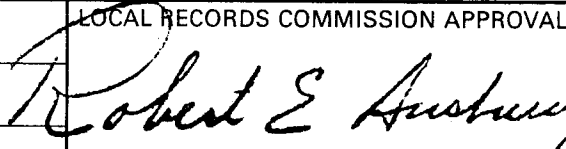
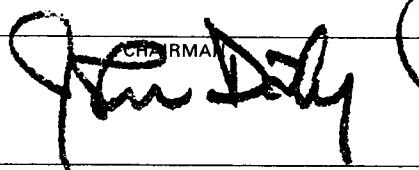

State of Illinois
Local Records Commission
Archives Building
Springfield, Illinois 62756
217/782-7075

Application No. 90:110

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RM/M RM-9

COUNTY <u>WINNEBAGO</u>	CITY <u>ROCKFORD 61104</u>	LOCAL RECORDS COMMISSION APPROVAL   CHAIRMAN DIRECTOR, STATE ARCHIVES MAY 1, 1990 DATE
AGENCY <u>City of Rockford - Personnel Department</u>		
ADDRESS <u>425 East State Street</u>		
PHONE <u>815 / 987 / 5580</u>		
<p>I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm copies will be made in accordance with standards of the Local Records Commission and will be adequate substitutes for the original records.</p> <p>X  Signature of Agency Head</p> <p><u>3/31/88</u> Date</p> <p>Samuel T. Schmitz, Director</p>		

ITEM NO.	DESCRIPTION OF RECORD SERIES
	<p>Records listed on this application may be disposed of:</p> <ul style="list-style-type: none">- after their individual retention period is complete,- 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,- if they are correctly listed on a Records Disposal Certificate submitted to and approved by the appropriate Local Records Commission. <p>Any record on this application may be microfilmed and the record disposed of if the record is microfilmed in accordance with the standards of the Local Records Commission Rules and if the film is retained for the prescribed retention period. Disposal of records after microfilming must be noted on the Records Disposal Certificate.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p data-bbox="578 394 967 457" style="text-align: center;"><u>CITY OF ROCKFORD</u> <u>PERSONNEL DEPARTMENT</u></p> <p data-bbox="110 525 1442 583">1. <u>APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND RECORDS DISPOSAL CERTIFICATES (ORIGINALS)</u></p> <p data-bbox="248 619 974 747">Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="248 783 930 814">Recommendation: Retain permanently.</p> <p data-bbox="110 877 1442 936">2. <u>FREEDOM OF INFORMATION ACT REQUESTS AND DENIALS (AGENCY RECORD COPIES)</u></p> <p data-bbox="248 972 974 1100">Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="248 1136 1385 1167">Recommendation: Retain for ten (10) years, then dispose of.</p> <p data-bbox="110 1230 1442 1289">3. <u>ADMINISTRATIVE FILES (MAYOR'S OFFICE CORRESPONDENCE, MISCELLANEOUS REPORTS, ETC.)</u></p> <p data-bbox="248 1354 1162 1482">Dates: 1981- Volume: 10 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject</p> <p data-bbox="248 1518 1442 1646">Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, or historical value.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
4.	<p><u>ADMINISTRATIVE FISCAL RECORDS (DUPLICATES)</u></p> <p>Dates: 1976- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by fiscal year</p> <p>This record series consists of purchase orders, requisitions, copies of departmental budgets, time sheets and payroll registers. The originals are retained by the Payroll Office and the Finance Department.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
5.	<p><u>APPLICATIONS FOR EMPLOYMENT AND SUPPORTING DOCUMENTS</u></p> <p>Dates: 1987- Volume: 6 Cu. Ft. Annual Accumulation: 6 Cu. Ft. Arrangement: Alphabetical by name of applicant</p> <p>This record series consists of applications, testing results (if applicable), correspondence, and resumes.</p> <p>Recommendation: Retain <u>unsolicited applications and supporting documents</u> for one (1) year from the date of application, then dispose of. Retain <u>solicited applications and supporting documents</u> for two (2) years from the date of application, then dispose of.</p>
6.	<p><u>CIVIL SERVICE COMMISSION DEPARTMENTAL PAYROLL CHECKS</u></p> <p>Dates: (1954-1958) Volume: Negligible Annual Accumulation: N/A - Obsolete Arrangement: Chronological</p> <p>This record series consists of lists of employees no longer on the payroll and related payroll changes.</p> <p>Recommendation: Accumulation may be disposed of provided these records have no further administrative, fiscal, or legal value.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
7.	<p data-bbox="251 430 998 462"><u>COLLECTIVE BARGAINING NEGOTIATION FILES</u></p> <p data-bbox="251 493 1437 630">Dates: 1965- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: By name of the union and chronological</p> <p data-bbox="251 651 1437 850">This record series consists of draft contract proposals, negotiation meeting notes, tentative agreements, and related correspondence. The city copy of record of the collective bargaining agreement is maintained by the City's Legal Department, see Item 160.15 of the Legal Department's Application for Authority to Dispose of Local Records.</p> <p data-bbox="251 871 1437 976">Recommendations: Retain for fifteen (15) years following the expiration of the collective bargaining agreement, then dispose of.</p>
8.	<p data-bbox="251 1039 641 1071"><u>EMPLOYEE INJURY FILES</u></p> <p data-bbox="251 1102 1307 1239">Dates: 1975- Volume: 8 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological by date of injury</p> <p data-bbox="251 1260 1437 1459">This record series consists of files documenting all job-related injuries of city employees, except injuries sustained by Police Officers and Firefighters. Included are the Employer's First Reports of Injury, supervisor's reports, remedies to injury cause (as applicable), and worker's compensation records (including medical reports, settlement documents, etc.).</p> <p data-bbox="251 1480 1437 1648">Recommendation: Retain for seven (7) years after the date of injury or settlement of claim, whichever is longer, then dispose of. (Police and Firefighters Worker's Compensation Claim Files, see Item 23 of this application.)</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
9.	<p data-bbox="256 428 1451 495"><u>EMPLOYMENT ELIGIBILITY VERIFICATION FORMS (U. S. IMMIGRATION AND NATURALIZATION FORM I-9) (CITY COPY OF RECORD FOR ALL EMPLOYEES)</u></p> <p data-bbox="256 525 1422 659">Dates: 1986- Volume: 1 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Alphabetical by name of the employee</p> <p data-bbox="256 684 1451 911">Recommendation: Retain for three (3) years after the date of hire (if the person is employed for less than three years), then dispose of. Retain for one (1) year after termination of employment (if the person is employed by the agency for three years or longer), then dispose of.</p>
10.	<p data-bbox="256 976 1451 1035"><u>EQUAL EMPLOYMENT OPPORTUNITY COMMISSION REPORTS (EEO-4 AND HUD EEO-4 FORMS)</u></p> <p data-bbox="256 1068 974 1203">Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 1228 1438 1270">Recommendation: Retain for five (5) years, then dispose of.</p>
11.	<p data-bbox="256 1325 535 1354"><u>EXIT INTERVIEWS</u></p> <p data-bbox="256 1388 971 1522">Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 1547 1438 1652">This record series consists of exit interview reports showing comments made by employees at the time of termination or resignation concerning their former position, supervision, etc.</p> <p data-bbox="256 1677 1432 1719">Recommendation: Retain for five (5) years, then dispose of.</p>

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12.	<p data-bbox="261 436 854 468"><u>GENERAL EMPLOYEE TRAINING FILES</u></p> <p data-bbox="261 499 1451 659">Dates: 1987- Volume: 1/2 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Chronological by date of training session</p> <p data-bbox="261 695 1451 884">This record series consists of information on employee training programs, lists of training session attendees, and lists of employees who satisfactorily completed training sessions. Training programs are usually on safety in the workplace or skills workshops. Attendance at training sessions are noted in the individual's official personnel file.</p> <p data-bbox="261 919 1435 951">Recommendation: Retain for two (2) years, then dispose of.</p>
13.	<p data-bbox="261 1014 841 1045"><u>GRIEVANCES (CITY RECORD COPIES)</u></p> <p data-bbox="261 1077 1382 1213">Dates: 1982- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by date of grievance</p> <p data-bbox="261 1245 1451 1434">This record series consists of grievance records including grievance statements, supervisor's reports, related correspondence, witness statements and other supporting documents, court records if the grievance is not resolved at arbitration, decision of the arbitrator if the case goes to arbitration, etc.</p> <p data-bbox="261 1465 1451 1602">Recommendation: Retain for fifteen (15) years if resolved by arbitration or litigation, then dispose of. Retain for five (5) years if resolved without arbitration, then dispose of.</p>

APPLICATION FOR AUTHORITY TO
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(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
14.	<p data-bbox="256 432 1442 468"><u>ILLINOIS DEPARTMENT OF HUMAN RIGHTS FILES (CITY COPY OF RECORD)</u></p> <p data-bbox="256 495 974 625">Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 657 1442 726">This record series consists of charges of unfair employment practices, answers to charges, decisions, and correspondence.</p> <p data-bbox="256 756 1442 825">Recommendation: Retain for three (3) years after settlement of case, then dispose of.</p>
15.	<p data-bbox="256 886 1442 945"><u>INDIVIDUAL HEALTH AND DENTAL INSURANCE FILES (CITY RECORD COPIES)</u></p> <p data-bbox="256 978 1390 1113">Dates: 1960- Volume: 82 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name of participant</p> <p data-bbox="256 1140 1442 1266">This record series consists of health and dental insurance enrollment forms for employees and their dependents. Also included are forms for dropping or adding coverage for the employees and/or dependents.</p> <p data-bbox="256 1297 1442 1367">Recommendation: Retain for two (2) years after termination of coverage, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
16.	<p data-bbox="256 428 1057 464"><u>INDIVIDUAL IMRF FILES (CITY RECORD COPIES)</u></p> <p data-bbox="256 491 1403 625">Dates: 1942- Volume: 26 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical by name of participant</p> <p data-bbox="256 653 1446 747">This record series consists of annual benefits statements, beneficiary designation forms and disability and retirement reimbursement applications.</p> <p data-bbox="256 779 1446 1073">Recommendation: Retain designation of beneficiary forms for 60 years or until employees 78th birthday (whichever occurs first), then dispose of. If the employee has not retired by age 78, retain for 10 years after termination of employment, then dispose of. Retain other records contained in this record series for five (5) years after termination of employment, then dispose of.</p>
17.	<p data-bbox="250 1136 1240 1171"><u>JOB DESCRIPTIONS AND CLASSIFICATION PLAN (ORIGINALS)</u></p> <p data-bbox="250 1199 1049 1333">Dates: 1946- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: By position title</p> <p data-bbox="250 1360 1442 1455">This record series consists of employee surveys submitted prior to writing new job descriptions, salary studies, and related background information.</p> <p data-bbox="250 1486 1442 1621">Recommendation: Retain for five (5) years after supersedure of new job description, then dispose of provided all administrative, historical, and legal value has expired.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
18.	<p data-bbox="256 432 1187 468"><u>MATERIAL SAFETY DATA SHEETS (CITY COPY OF RECORD)</u></p> <p data-bbox="256 499 1268 632">Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by product name</p> <p data-bbox="256 659 1446 751">This record series consists of Material Safety Data Sheets which are required to be maintained by agencies under provisions of the "Illinois Toxic Substances Act".</p> <p data-bbox="256 785 1446 884">Recommendation: Retain for ten (10) years after the product is no longer used or stored by the city, then dispose of.</p>
19.	<p data-bbox="256 947 1446 1010"><u>MINUTES OF CIVIL SERVICE COMMISSION MEETINGS (ORIGINALS) AND OTHER PERSONNEL COMMITTEES SUCH AS THE SAFETY COMMITTEE</u></p> <p data-bbox="256 1041 1279 1176">Dates: 1946- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by meeting date</p> <p data-bbox="256 1203 1446 1302">Recommendation: Retain original minutes permanently. Retain duplicate minutes until all administrative value has expired, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
20.	<p><u>PERSONNEL FILES (CITY RECORD COPIES)</u></p> <p>Dates: 1956- Volume: 66 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical by employee name</p> <p>This record series consists of applications for employment and supporting documents, testing materials (as appropriate), change of status forms, evaluations, disciplinary action records, letters of commendation, certificates (commendatory and for training), duplicate education reimbursement applications (the originals are submitted to the Finance Department), annual personnel status cards (RFD-141), performance evaluations, etc.</p> <p>Recommendation: Retain individual work and salary history records for sixty (60) years or until terminated employees 78th birthday, whichever occurs first), then dispose of. If the employee has not retired by age 78, retain individual work and salary history records for 10 years after termination of employment, then dispose of. Retain all other records for five (5) years after termination of employment, then dispose of.</p>
21.	<p><u>PERSONNEL POLICIES AND PROCEDURES (CITY RECORD COPIES)</u></p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by date of publication</p> <p>This record series consists of policies and procedures included in the personnel manual and employee handbooks.</p> <p>Recommendation: Retain one copy of each policy and procedure permanently.</p>

APPLICATION FOR AUTHORITY TO
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(CONTINUATION SHEET)

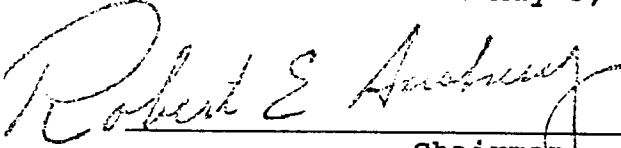
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
22.	<p data-bbox="261 436 1218 468"><u>REQUESTS FOR ADDITIONAL PERSONNEL AND JOB POSTINGS</u></p> <p data-bbox="261 499 1347 632">Dates: 1947- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by date of posting</p> <p data-bbox="261 659 1451 758">This record series consists of requests from city departments requesting vacancies be filled and the related notification of vacancies (job postings).</p> <p data-bbox="261 787 1451 852">Recommendation: Retain for five (5) years after the date of posting, then dispose of.</p>
23.	<p data-bbox="261 915 1398 947"><u>WORKER'S COMPENSATION SETTLEMENT CLAIMS (CITY RECORD COPIES)</u></p> <p data-bbox="261 978 1325 1110">Dates: 1977- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by employee's name</p> <p data-bbox="261 1140 1451 1266">This record series consists of records of contested worker's compensation settlements by policemen and firefighters. Other employee worker's compensation claims are retained as per item 8 of this application.</p> <p data-bbox="261 1299 1451 1367">Recommendation: Retain for seven (7) years after final settlement of claim, then dispose of.</p>

APPLICATION FOR AUTHORITY TO
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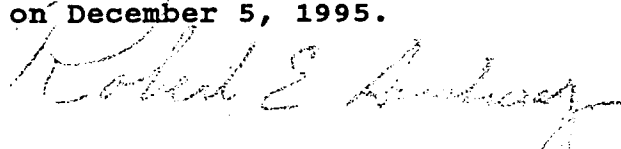
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p>Items 24 and 25 have been added to Application 90:110 and approved by the Local Records Commission on May 5, 1992.</p> <p style="text-align: center;"> Chairman</p>
24.	<p><u>EMPLOYEE HEALTH AND DENTAL BENEFIT PARTICIPANT RECORDS -- FLEXCARE (INCLUDES ENROLLMENT FORM, REIMBURSEMENT CLAIM FORMS, COPIES OF CHECKS, AND CORRESPONDENCE)</u></p> <p>Dates: 1991- Volume: 2 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical by employee</p> <p>Recommendation: Retain claims for seven (7) years following settlement of claim, then dispose of. Retain all other records within this record series for five (5) years after termination of employment, then dispose of.</p>
25.	<p><u>EMPLOYEE HEALTH PLAN RECORDS -- ALTA PLAN AND FLEXCARE (INCLUDES HEALTH PLAN, REPORTS, AND CORRESPONDENCE)</u></p> <p>Dates: 1990- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain health care plan for seven (7) years following expiration of plan, then dispose of. Retain all other records within this records series for seven (7) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p>Item 26 has been added to Application 90:110 and approved by the Local Records Commission on December 5, 1995.</p> <p> Chairman</p>
26.	<p><u>RANDOM DRUG AND ALCOHOL TESTING RECORDS</u></p> <p>Dates: 1995- Volume: 2 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical by name of employee and correspondence file</p> <p>This record series consists of signed policy statements, lists of employees drawn for testing, statements verifying the testing and other correspondence.</p> <p>Recommendation: Retain policy statements for five (5) years after termination of employment, then dispose of. Retain testing records until negative results received from lab. Retain positive results until adjudicated. Retain all other records within this records series for seven (7) years, then dispose of.</p>

**APPLICATION FOR AUTHORITY TO
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RM/M RM-9

COUNTY
WINNEBAGO

CITY
Rockford 61102

AGENCY
City of Rockford - Department of Human Resources

ADDRESS
1005 South Court

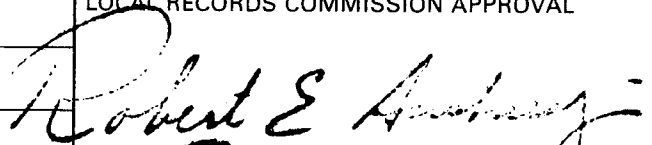
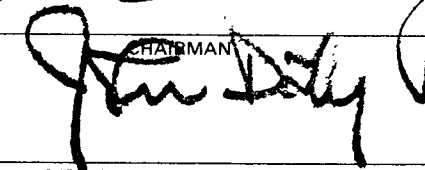
PHONE 815 / 987 / 5782

I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm copies will be made in accordance with standards of the Local Records Commission and will be adequate substitutes for the original records.


Signature of Agency Head

5/11/90
Date

LOCAL RECORDS COMMISSION APPROVAL



CHAIRMAN

DIRECTOR, STATE ARCHIVES

JUN 05 1990

DATE

ITEM NO.	DESCRIPTION OF RECORD SERIES
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Records listed on this application may be disposed of:

- after their individual retention period is complete,
- 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,
- if they are correctly listed on a Records Disposal Certificate submitted to and approved by the appropriate Local Records Commission.

Any record on this application may be microfilmed and the record disposed of if the record is microfilmed in accordance with the standards of the Local Records Commission Rules and if the film is retained for the prescribed retention period. Disposal of records after microfilming must be noted on the Records Disposal Certificate.

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WINNEBAGO COUNTY

CITY OF ROCKFORD

DEPARTMENT OF HUMAN RESOURCES

<u>TYPE OF RECORDS</u>	<u>ITEMS</u>	<u>PAGES</u>
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B. Office of Community Services	200.01-200.08	6-8
C. Fiscal Office	300.01-300.08	9-11
D. Head Start Program	400.01-400.03	12-13
E. Weatherization Program - Director's Office	500.01-500.05	14-16

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.01	<p data-bbox="444 405 1052 468"><u>DEPARTMENT OF HUMAN RESOURCES</u> <u>OFFICE OF THE EXECUTIVE DIRECTOR</u></p> <p data-bbox="261 531 1450 600"><u>APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND</u> <u>RECORDS DISPOSAL CERTIFICATES (ORIGINALS)</u></p> <p data-bbox="261 632 979 762">Dates: 1988 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 825 992 856">Recommendation: Retain permanently.</p>
100.02	<p data-bbox="261 926 1450 989"><u>ADMINISTRATIVE CORRESPONDENCE FILES OF THE EXECUTIVE DIRECTOR</u> <u>(AGENCY RECORD COPIES AND DUPLICATES)</u></p> <p data-bbox="261 1020 1450 1182">Dates: 1977 - Volume: 22 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological; Alphabetical by subject</p> <p data-bbox="261 1213 1450 1346">Included within this series are program administration and policy manuals, program annual reports, and correspondence to and from the Executive Director, CAP Board minutes, Fair Housing Board Minutes (duplicates), etc..</p> <p data-bbox="261 1371 1450 1497">Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative, fiscal, legal, or historical value.</p>

APPLICATION FOR AUTHORITY TO
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.03	<p><u>JOB DESCRIPTIONS (DUPLICATES)</u></p> <p>Dates: 1984 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of duplicate copies of job descriptions for positions in the Department of Human Resources. The city copy of record is maintained by the City's Personnel Department, as per Application for Authority to Dispose of Local Records 90:110, item 17.</p> <p>Recommendation: Retain until superseded, then dispose of.</p>
100.04	<p><u>REQUESTS FOR TIME OFF AND NOTIFICATION OF ABSENCE (DUPLICATES)</u></p> <p>Dates: 1984 - Volume: 2 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name of employee</p> <p>This record series consists of the department's copies of requests for paid time off and notifications of absence by employees in the Human Resources Department. The City Finance Department (Payroll Section) maintains the official payroll/timekeeping records (see item 500.08 Time Sheet Summary Sheets, of the Finance Department's Application for Authority to Dispose of Local Records 90:111.</p> <p>Recommendation: Retain for two years, then dispose of.</p>
100.05	<p><u>ROCKFORD AREA COMMUNITY ACTION BOARD MINUTES AND REPORTS (ORIGINALS)</u></p> <p>Dates: 1965 - Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>

APPLICATION FOR AUTHORITY TO
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.06	<p data-bbox="280 405 899 436"><u>STAFF PERSONNEL FILES (ORIGINALS)</u></p> <p data-bbox="280 470 1325 600">Dates: 1971 - Volume: 9 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical and Chronological</p> <p data-bbox="280 665 1469 821">This record series consists of original personnel files of employees of the Department of Human Resources which are not centrally documented within the City's Personnel Department files. These files may contain all or some of the following documents:</p> <ol data-bbox="371 861 1455 1247" style="list-style-type: none">1) Applications for Employment2) Notices of Appointment3) Job Descriptions for Positions Held by the Employee4) Performance Evaluations5) Payroll Administration Documentation6) Immigration and Naturalization Service U.S. Verification Documents (when applicable, for example U.S. Immigration and Naturalization Service Form I-9)7) Records of Criminal History Background Checks8) Employee Accrued Benefits Documentation Pertinent to the City's Pension System (including time and attendance records and separation documentation) <p data-bbox="280 1310 553 1337">Recommendation:</p> <p data-bbox="459 1373 1469 1537">Retain <u>Criminal History Background Investigation Request Forms, Related Correspondence, and Background Reports</u> until the hiring process is completed, then dispose of. (Re: Provision of Title 28, U.S. Code of Federal Regulations, Chapter 1, Part 20, 21 [1] 1)</p> <p data-bbox="459 1570 1469 1791">Retain <u>U.S. Immigration and Naturalization Service (Form I-9) Employment Eligibility Verification Forms</u> for three years after the date of hire (if the person is employed less than three years), then dispose of. Retain for one year after termination of employment (if the person is employed by the agency for three years or longer), then dispose of.</p>

APPLICATION FOR AUTHORITY TO
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p>Retain <u>Individual Work and Salary History Records</u> for sixty (60) years or until terminated employee's 78th birthday, whichever occurs first, then dispose of.</p> <p>If an employee has not retired by age 78, retain individual work and salary history records for ten (10) years after termination of employment, then dispose of.</p> <p>Retain other records not listed above which are contained in this record series for five years after termination of employment, then dispose of.</p>

APPLICATION FOR AUTHORITY TO
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.01	<div data-bbox="461 405 1016 468"><u>DEPARTMENT OF HUMAN RESOURCES</u> <u>OFFICE OF COMMUNITY SERVICES</u></div> <div data-bbox="253 504 1443 567"><u>COMMUNITY SERVICES PROGRAM ADMINISTRATION FILES (ORIGINALS AND AGENCY RECORD COPIES)</u></div> <div data-bbox="253 600 1008 726">Dates: 1977 - Volume: 109 1/4 Cu. Ft. Annual Accumulation: 10 Cu. Ft. Arrangement: Chronological</div> <div data-bbox="253 793 1443 852">This record series consists of program administration files of:</div> <div data-bbox="326 890 1336 1402"><ol style="list-style-type: none">1) Program Grant Applications2) Notices of Grant Awards3) Copies of Agreements and subcontracts4) Program Services/Commodities Recipient Signature Sheets5) Participant Attendance Sheets6) Summer Food Program Site Reports7) Activity Reports8) Program Evaluation Reports9) Program Services Statistics10) Periodic Financial Reports11) Copies of Fund Disbursement Documents (vouchers, purchase orders, requisitions, etc.)12) Computer Printout Vendor Payment Lists Entitled "Financial Table Maintenance"13) Related Correspondence</div> <div data-bbox="253 1436 1218 1470">Specific programs documented include the following:</div> <div data-bbox="342 1501 1377 1787"><ol style="list-style-type: none">1) CETA and Job Training Partnership Act Summer Youth Program2) Food Stamp Outreach Program3) Summer Food Program4) Federal Emergency Management Agency Program5) Federal Surplus Commodities, Community Food and Nutrition Program6) ECIP and the succeeding Illinois Home Energy Assistance Program</div>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.02	<p data-bbox="375 394 1403 583">7) Miscellaneous Grant Programs such as the Emergency Homeless Program under the McKinney Act, Project Self-sufficiency, a Preschool Program, a Community Service Block Grant Scholarship Program, and a One-time Grant Program (1983 - 1986) entitled "Operation Home Access Program"</p> <p data-bbox="280 621 1468 716">Recommendation: Retain for five (5) years following the termination of program participation and services, then dispose of.</p> <p data-bbox="280 779 1468 842"><u>COMMUNITY SERVICES PROGRAM PARTICIPANT/CLIENT FILES (ORIGINALS OR RECORD COPIES)</u></p> <p data-bbox="280 877 1321 1010"> Dates: 1977 - Volume: 273 1/2 Cu. Ft. Annual Accumulation: 25 Cu. Ft. Arrangement: Alphabetical and Chronological </p> <p data-bbox="280 1073 1468 1136">This record series consists of program activity documentation such as:</p> <ol data-bbox="375 1167 1468 1423" style="list-style-type: none"> 1) Work Activity and Time Sheets for the JTPA Summer Youth Employment Program 2) Program Participation Eligibility Documents (copies of applications for program acceptance, IHEAP utility account documentation, client income documentation, need assessment forms, etc.) 3) Release of Information Forms 4) Related Correspondence <p data-bbox="375 1455 899 1486">Programs documented include:</p> <ol data-bbox="375 1518 1468 1808" style="list-style-type: none"> 1) CETA and Job Training Partnership Act Summer Youth Employment Program 2) Summer Food Program 3) Fodo Stamp Outreach Program 4) Federal Emergency Management Agency Program 5) Federal Surplus Commodities, Community Food and Nutrition Program 6) ECIP and the succeeding Illinois Home Energy Assistance Program

APPLICATION FOR AUTHORITY TO
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p data-bbox="380 411 1474 575">7) Miscellaneous Grant Programs such as the (a) Emergency Homeless Program under the McKinney Act, (b) a Community Services Block Grant Scholarship Program, and (c) a One-time Grant Program (1983 - 1986) entitled "Operation Home Access Program"</p> <p data-bbox="285 606 1474 705">Recommendation: Retain for three years following the termination of program participation and services, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.01	<p data-bbox="495 394 1047 457" style="text-align: center;"><u>DEPARTMENT OF HUMAN RESOURCES</u> <u>FISCAL OFFICE</u></p> <p data-bbox="285 491 1476 554"><u>AUDIT REPORTS (ADMINISTRATIVE AND PROGRAM AUDITS) (ORIGINALS AND DUPLICATES)</u></p> <p data-bbox="285 588 1003 716">Dates: 1977- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="285 783 1476 1010">This record series consists of annual internal and external audit reports prepared by an accountant or accountants and all appended statements and schedules relating thereto, presenting or recording the findings of an examination or audit of the financial transactions, affairs, or condition of the Department of Human Resources. Also included in this record series are audit reports of the Summer Youth Program.</p> <p data-bbox="285 1010 1476 1167">Beginning in 1982 audit reports of individual departments were discontinued and all audit results were incorporated into a single audit report for all city agencies. All audit reports included in this record series dated 1982 or thereafter are duplicates.</p> <p data-bbox="285 1167 1476 1236">The annual audit reports are filed pursuant to <u>1987, Illinois Revised Statutes, Ch. 24, par. 8-8-1, et seq.</u></p> <p data-bbox="285 1236 1476 1392">The Accounting Division of the City Comptroller and Finance Department is required to retain one copy of each final audit report permanently (see Application for Authority to Dispose of Local Records 90:111, item 200.04 Audit Reports and Audit Work Papers).</p> <p data-bbox="285 1425 1476 1585">Recommendation: Retain one copy of each original audit report permanently. Retain duplicates for one (1) year, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.02	<u>BUDGETS (DUPLICATES)</u> Dates: 1977 - Volume: 5 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.
300.03	<u>CANCELLED CHECKS, BANK STATEMENTS, AND DEPOSIT SLIPS (DUPLICATES)</u> Dates: 1977 - Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.
300.04	<u>PAID VOUCHERS AND CHECK VOUCHERS (I.E. FOR REIMBURSEMENT FOR EMPLOYEE MILEAGE, ETC.) (DUPLICATES)</u> Dates: 1979 - Volume: 42 Cu. Ft. Annual Accumulation: 5 Cu. Ft. Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.
300.05	<u>POSTAGE CHARGEBACK SHEETS (ORIGINALS)</u> Dates: 1986 - Volume: 1 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Chronological Recommendation: Retain two years, then dispose of.

APPLICATION FOR AUTHORITY TO
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.06	<p data-bbox="289 399 1136 430"><u>REQUISITIONS AND PURCHASE ORDERS (DUPLICATES)</u></p> <p data-bbox="289 462 1006 598">Dates: 1981 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="289 630 1477 756">The city copy of record of all purchase orders and requisitions are retained for two (2) years by the Finance Department, see Application for Authority to Dispose of Local Records, item 700.05.</p> <p data-bbox="289 787 1445 829">Recommendation: Retain for one (1) year, then dispose of.</p>
300.07	<p data-bbox="289 892 925 924"><u>VEHICLE MILEAGE SHEETS (ORIGINALS)</u></p> <p data-bbox="289 955 1006 1081">Dates: 1983 - Volume: 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="289 1144 1477 1312">The vehicle mileage sheets are completed by employees of the Human Resources Department to document the official mileage traveled by employees. These reports are used to document the performance of duties by employees and the proper use of transportation allotments and/or resources.</p> <p data-bbox="289 1333 1469 1375">Recommendation: Retain two years in office, then dispose of.</p>
300.08	<p data-bbox="289 1438 885 1470"><u>VENDOR FILES (IHEAP) (ORIGINALS)</u></p> <p data-bbox="289 1501 1006 1627">Dates: 1981 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="289 1690 1477 1816">This record series consists of lists showing the names of the program/company vendors, their VIN numbers, addresses, and phone numbers. Also contained within this record series is general correspondence and memoranda exchanged with the vendors.</p> <p data-bbox="289 1848 1299 1890">Recommendation: Retain two years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.03	<p>Recommendation: Retain in office for five years after date of last attendance, then dispose of.</p> <p><u>HEAD START DAILY HOME VISIT REPORTS (ORIGINALS)</u></p> <p>Dates: 1978 - Volume: 10 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>This report is completed when a child is unable to attend the Headstart Program.</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.01	<p data-bbox="456 407 1084 470"><u>DEPARTMENT OF HUMAN RESOURCES</u> <u>OFFICE OF WEATHERIZATION DIRECTOR</u></p> <p data-bbox="285 533 1471 596"><u>PROGRAM COST ANALYSES (ANNUAL REPORTS AND COMPUTER PRINTOUTS)</u> <u>(ORIGINALS)</u></p> <p data-bbox="285 630 1003 764">Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="285 793 1471 995">These reports are generated monthly or as needed at year-end to summarize the cost of material products, labor hours, travel hours, etc. in the completion of weatherization projects and are principally utilized for financial accounting. The reports are originals--copies are provided to the Central Accounting Office of the City Finance Department.</p> <p data-bbox="285 1020 1471 1083">Recommendation: Retain in office for seven years, then dispose of.</p>
500.02	<p data-bbox="277 1146 1133 1188"><u>PURCHASE ORDERS AND REQUISITIONS (DUPLICATES)</u></p> <p data-bbox="277 1213 997 1348">Dates: 1988 - Volume: 2 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="277 1402 1468 1478">The city record copies of these procurement documents are maintained by the Purchasing Office of the Finance Department.</p> <p data-bbox="277 1499 1468 1562">Recommendation: Retain in office for two years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.03	<p data-bbox="289 405 1385 447"><u>WEATHERIZATION PROGRAM PROJECT INDEX CARD FILE (ORIGINALS)</u></p> <p data-bbox="289 468 1255 604">Dates: 1979 - Volume: 1 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical and Numerical</p> <p data-bbox="289 657 1425 762">This card file is an office index by program client, client address, and job number to the Weatherization Program Client Case Files.</p> <p data-bbox="289 783 1466 888">Recommendation: Retain in office for five years after completion of each corresponding project, then dispose of.</p>
500.04	<p data-bbox="289 951 1466 1014"><u>WEATHERIZATION PROGRAM CLIENT CASE FILES (ORIGINALS OR RECORD COPIES)</u></p> <p data-bbox="289 1045 1190 1182">Dates: 1978 - Volume: 41 1/2 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Numerical by job number</p> <p data-bbox="280 1245 1466 1444">This record series is composed of the case files of eligible clients receiving home and furnace weatherization assistance through the community's weatherization program implemented with grant funds awarded to the city through the Illinois Department(s) of Commerce and Community Affairs and Energy and Natural Resources. The files generally contain:</p> <ol data-bbox="370 1465 1466 1728" style="list-style-type: none">1) Client Applications for Assistance (DCCA Form 420-0297)2) Building Check and Job Order Sheet (DOE Form)3) Related Internal Notes Pertinent to each Case Project4) Supporting Copies of Client Fuel Bills and Income Documents for Furnace Projects5) Photocopies of Billings from Contractors6) Consent for Disclosure and Authorization for Work Form <p data-bbox="272 1749 1466 1927">Despite the grant administration relationship between the city and DOE/DCCA, there is no substantial duplication of these files with the state level agencies. Selected data from this series, primarily "name, address, and job number" are summarized in an internal index card file cross-referenced with the client</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.05	<p>case files. Also, a Harris micro-computer system employed by the office produces a cost analysis breakdown and much of this information is abstranced from the Program Client Case Files.</p> <p>Recommendation: Retain in office for five years after completion of each project, then dispose of.</p> <p><u>WEATHERIZATION MATERIAL INVENTORY REPORTS</u></p> <p>Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by material code</p> <p>Recommendation: Retain two years, then dispose of.</p>

State of Illinois
Local Records Commission
Archives Building
Springfield, Illinois 62756
217/782-7075

Application No. 90:248

**APPLICATION FOR AUTHORITY TO
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RM/M RM-9

COUNTY <u>Winnebago</u>	CITY <u>Rockford</u> <u>61104</u>	LOCAL RECORDS COMMISSION APPROVAL
AGENCY <u>City of Rockford - Legal Department</u>		<i>Robert E. Aubrey</i> CHAIRMAN
ADDRESS <u>425 East State Street</u>		<i>John D. Doherty</i> DIRECTOR, STATE ARCHIVES
PHONE <u>815 / 987 / 5546</u>		OCT 02 1990 DATE
I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm copies will be made in accordance with standards of the Local Records Commission and will be adequate substitutes for the original records.		
<i>Ronald N. Schultz</i> Signature of Agency Head Ronald N. Schultz		<u>11/23/91</u> Date

ITEM NO.	DESCRIPTION OF RECORD SERIES
	<p>Records listed on this application may be disposed of:</p> <ul style="list-style-type: none">- after their individual retention period is complete,- 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,- if they are correctly listed on a Records Disposal Certificate submitted to and approved by the appropriate Local Records Commission. <p>Any record on this application may be microfilmed and the record disposed of if the record is microfilmed in accordance with the standards of the Local Records Commission Rules and if the film is retained for the prescribed retention period. Disposal of records after microfilming must be noted on the Records Disposal Certificate.</p>

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ALPHABETICAL LISTING OF RECORDS OF THE LEGAL DEPARTMENT	
RECORD SERIES	ITEM #
ACCEPTANCE OF ORDINANCES	200.01
ADMINISTRATIVE CORRESPONDENCE FILES (CORRESPONDENCE, COPIES OF REPORTS, & OTHER DOCUMENTS, MEMOS, ETC.) (DUPLICATES)	100.02
AGENDAS (FOR CITY COUNCIL & COMMITTEE MEETINGS)	200.02
AGREEMENT TO SHARE IN COST OF MAINTENANCE PAYMENTS (PRIVATE SEWERS)	400.01
AGREEMENT/PERMIT TO CONNECT TO PRIVATE SEWERS	700.01
AGREEMENT TO PAY SEWER ASSESSMENT	900.01
AGREEMENTS - INTERGOVERNMENTAL AGENCY AGREEMENTS)	400.03
AGREEMENTS & LEASES FOR GENERAL SERVICES (ORIGINALS)	400.02
ANNEXATION FILES (ORIGINALS & DUPLICATES)	800.01
ANNEXATION VACATION OPENINGS (STREET) INDEX CARDS	800.02
ANNUAL DEPARTMENTAL REPORTS--ORIGINALS (FIRE, POLICE, LIBRARY, PUBLIC WORKS, ETC.)*	200.04
ANNUAL REPORTS OF CITY (BOUND COPIES)	200.05
ANNUAL TREASURER'S REPORTS	400.05
ANNUAL CITY CLERK'S REPORTS--ORIGINALS (OLDER RECORDS ALSO INCLUDED CITY ENGINEER, CITY TREASURER, CHIEF MARSHALL, HEALTH OFFICER, FIRE DEPARTMENT, WATERWORKS, ETC.)*	200.03
ANNUAL REPORTS--MINORITY BUSINESS DEVELOPMENT (OFFICIAL COPY & SUPPORT DATA)	100.03
ANNUAL SUPPLEMENTAL REPORT TO STATE AUDITOR/COMPTROLLER (CITY COPY)	400.04
APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS & RECORDS DISPOSAL CERTIFICATES (ORIGINALS)	100.01
APPLICATIONS FOR EMPLOYMENT (SOLICITED & UNSOLICITED) & SUPPORTING DOCUMENTS (I.E. RESUMES, LETTERS OF RECOMMENDATION, ETC.)	600.01
APPRAISALS, OPINION OF VALUE	800.03
APPROPRIATION & TAX LEVY ORDINANCE RECORDS (COPIES)	400.06
ASSESSMENT COMPLAINTS (REAL ESTATE) (CITY COPY OF RECORD)	900.02

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.01	<p data-bbox="613 380 919 411"><u>CITY OF ROCKFORD</u></p> <p data-bbox="423 447 1109 510"><u>LEGAL DEPARTMENT</u> <u>ADMINISTRATIVE/MISCELLANEOUS RECORDS</u></p> <p data-bbox="277 573 1471 636"><u>APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND RECORDS DISPOSAL CERTIFICATES (ORIGINALS)</u></p> <p data-bbox="277 667 1198 825">Dates: 1990- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: 5th Floor (City Hall)</p> <p data-bbox="277 856 1019 888">Recommendation: Retain permanently.</p>
100.02	<p data-bbox="277 951 1471 1014"><u>ADMINISTRATIVE CORRESPONDENCE FILES (CORRESPONDENCE, COPIES OF REPORTS, AND OTHER DOCUMENTS, MEMOS, ETC.) (DUPLICATES)</u></p> <p data-bbox="277 1045 1471 1245">Dates: 1891- Volume: 106 Cubic Feet Annual Accumulation: 2 3/4 Cubic Feet Arrangement: Chronological/Alphabetical By Subject Location: Basement, Economic Opportunity Office, 4th & 5th Floor (City Hall)</p> <p data-bbox="277 1266 1471 1434">This record series consists of duplicate minutes, special studies, annual and monthly reports from other city departments, photocopies of legal records (i.e. deeds, court records), duplicates of contracts, research notes, and any related correspondence.</p> <p data-bbox="277 1465 1471 1591">Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative, fiscal, legal, or historical value.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.03	<p><u>ANNUAL REPORTS & SUPPORT DATA--MINORITY BUSINESS DEVELOPMENT (OFFICIAL CITY RECORD COPY)</u></p> <p>Dates: 1984- Volume: 2 Cubic Feet Annual Accumulation: $\frac{1}{2}$ Cubic Foot Arrangement: Chronological Location: Equal Opportunity Office</p> <p>Recommendation: Retain for five years, then dispose of.</p>
100.04	<p><u>BOARD OF SCHOOL INSPECTIONS (RECORD OF PROCEEDINGS)</u></p> <p>Dates: 1858-1872 Volume: Negligible Annual Accumulation: None Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Retain permanently.</p>
100.05	<p><u>BUILDING, FIRE, AND ZONING VIOLATION FILES (CITY RECORD COPIES)</u></p> <p>Dates: 1980- Volume: 11 Cubic Feet Annual Accumulation: 1 $\frac{1}{3}$ Cubic Feet Arrangement: Alphabetical by address Location: 4th & 5th Floor (City Hall)</p> <p>This record series consists of documents retained on code violations of all properties within the city limits including: notices of violations, warrants, subpoenas, small court claims, certified mailing receipts, and court complaints (city copy).</p> <p>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.06	<p><u>CERTIFICATE OF CENSUS FROM SECRETARY OF STATE</u></p> <p>Dates: 1945- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Retain permanently.</p>
100.07	<p><u>CERTIFICATE OF SIGNATURE (MAYOR) (ORIGINALS)</u></p> <p>Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: 4th & 5th Floor (City Hall)</p> <p>This record series consists of the Certificate of Signature for the Mayor, maintained for use on official city records per the provisions of the "Uniform Facsimile Signature of Public Officials Act" (1987, Illinois Revised Statutes, Ch. 102, par. 61 et seq.). Facsimile signature certificates are filed and retained permanently by the Index Division of the Secretary of State's Office per State Records Application for Authority to Dispose of State Records #87-76M.</p> <p>Recommendation: Retain until superseded by a new authorization, then dispose of.</p>
100.08	<p><u>CERTIFICATION OF RECORDING OFFICER</u></p> <p>Dates: 1973 Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: Basement (City Hall)</p> <p>Recommendation: Retain for five years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.09	<p><u>CERTIFIED MAIL RECEIPTS</u></p> <p>Dates: 1975- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: Basement, 5th Floor (City Hall)</p> <p>Recommendation: Retain for two years, then dispose of.</p>
100.10	<p><u>DECLARATION OF RESULTS OF ELECTION BY CITY ELECTION BOARD, ABSTRACT AND STATEMENT OF VOTES (COUNTY COURT RECORDS)</u></p> <p>Dates: 1917-1956 Volume: Negligible Annual Accumulation: None Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Retain permanently.</p>
100.11	<p><u>EQUIPMENT FILES (OPERATION MANUALS, SERVICE ORDERS, WARRANTIES, ETC.)</u></p> <p>Dates: 1939- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by equipment Location: Basement, 5th Floor (City Hall)</p> <p>Recommendation: Dispose of when equipment is sold, traded, or no longer of any use to the city.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.12	<p data-bbox="277 422 1328 453"><u>FREEDOM OF INFORMATION REQUESTS AND DENIALS (ORIGINALS)</u></p> <p data-bbox="277 485 1268 646">Dates: 1984- Volume: $\frac{1}{2}$ Cubic Foot Annual Accumulation: Negligible Arrangement: Chronological Location: 4th & 5th Floor (City Hall)</p> <p data-bbox="277 678 1474 837">This record series consists of "Freedom of Information Act" requests and denials submitted to all city departments (with the exception of the Police Department) pursuant to the "Freedom of Information Act" (<u>Ill. Rev. Stat. 1985, ch. 116, par. 201 et seq.</u>).</p> <p data-bbox="277 869 1382 900">Recommendation: Retain for ten years, then dispose of.</p>
100.13	<p data-bbox="277 968 760 999"><u>GOVERNMENT CENSUS REPORTS</u></p> <p data-bbox="277 1031 1138 1192">Dates: 1974- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p data-bbox="277 1224 1406 1255">Recommendation: Retain for five years, then dispose of.</p>
100.14	<p data-bbox="277 1318 626 1350"><u>INSPECTION REPORTS</u></p> <p data-bbox="277 1381 1138 1543">Dates: 1944- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p data-bbox="277 1575 1425 1606">Recommendation: Retain for three years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.15	<p><u>INSURANCE CERTIFICATES AND RECORDS</u></p> <p>Dates: 1939- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Retain for three years following expiration, then dispose of provided no claims are pending.</p>
100.16	<p><u>INSURANCE POLICIES</u></p> <p>Dates: 1940- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Retain for seven (7) years following expiration, then dispose of providing no claims are pending.</p>
100.17	<p><u>INSURANCE PREMIUM AUDIT STATEMENTS</u></p> <p>Dates: 1944- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement of City Hall</p> <p>Recommendation: Retain for seven years, then dispose of.</p>
100.18	<p><u>INVENTORIES OF EQUIPMENT AND SUPPLIES</u></p> <p>Dates: 1899- Volume: 1 Cubic Foot Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.19	<p data-bbox="282 411 683 443"><u>JOINT POLE AGREEMENTS</u></p> <p data-bbox="282 478 1138 646">Dates: 1921- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p data-bbox="282 674 1024 705">Recommendation: Retain permanently.</p>
100.20	<p data-bbox="282 768 1101 800"><u>LIQUOR COMMISSION HEARING FILES (ORIGINALS)</u></p> <p data-bbox="282 835 1268 993">Dates: 1979- Volume: 1 Cubic Foot Annual Accumulation: Negligible Arrangement: Numerical by case number Location: 4th & 5th Floor (City Hall)</p> <p data-bbox="282 1020 1474 1089">This record series consists transcripts of hearings before the Liquor Control Commission and any related citations.</p> <p data-bbox="282 1117 1024 1148">Recommendation: Retain permanently.</p>
100.21	<p data-bbox="282 1215 699 1247"><u>LIST OF CITY OFFICIALS</u></p> <p data-bbox="282 1283 1133 1440">Dates: 1852- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p data-bbox="282 1467 1024 1499">Recommendation: Retain permanently.</p>
100.22	<p data-bbox="282 1566 794 1598"><u>LIST OF WEED NOTICES MAILED</u></p> <p data-bbox="282 1633 1133 1791">Dates: 1948- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p data-bbox="282 1818 1458 1850">Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.23	<p data-bbox="282 415 613 443"><u>MANAGEMENT LETTER</u></p> <p data-bbox="282 478 1138 646">Dates: 1975- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p data-bbox="282 674 1481 743">Recommendation: Retain one copy of each permanently. Retain <u>duplicates</u> for one year, then dispose of.</p>
100.24	<p data-bbox="282 800 1481 863"><u>MOTOR VEHICLE TRAFFIC ACCIDENT REPORTS (COPIES RECEIVED FROM POLICE DEPARTMENT)</u></p> <p data-bbox="282 898 1481 1087">Dates: 1947- Volume: 5 Cubic Feet Annual Accumulation: 5 Cubic Feet Arrangement: Alphabetical by driver Location: 400 West State Street; 5th Floor, Basement (City Hall)</p> <p data-bbox="282 1115 1481 1184">Recommendation: Retain until administrative use is complete, then dispose of.</p>
100.25	<p data-bbox="282 1249 1300 1283"><u>NEWSPAPER PUBLICATIONS AND CERTIFICATIONS (ORIGINALS)</u></p> <p data-bbox="282 1318 1354 1472">Dates: 1952- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: 5th Floor, Basement (City Hall)</p> <p data-bbox="282 1507 1481 1598">This record series included copies of public notices for bids, job openings, meeting notices, etc. which are required to be published.</p> <p data-bbox="282 1633 1370 1667">Recommendation: Retain for one year, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.26	<p><u>NOMINATION PETITIONS AND STATEMENTS OF CANDIDACY</u></p> <p>Dates: 1974- Volume: $\frac{1}{2}$ Cubic Foot Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Retain for one year, then dispose of.</p>
100.27	<p><u>NOTICE OF APPLICATION FOR N.P.D.E.S. PERMIT</u></p> <p>Dates: 1975- Volume: n Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Retain for one year, then dispose of.</p>
100.28	<p><u>ORDINANCE CITATIONS AND COMPLAINTS (CLERK'S COPY)</u></p> <p>Dates: 1972-1976 Volume: Negligible Annual Accumulation: None Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Retain for two years, then dispose of.</p>
100.29	<p><u>PHOTOGRAPHIC RECORDS</u></p> <p>Dates: 1945- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: Basement (City Hall)</p> <p>Recommendation: Retain permanently.</p>

APPLICATION FOR AUTHORITY TO
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.30	<p><u>RAILROAD PROPERTY LICENSE AGREEMENTS</u></p> <p>Dates: 1922- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Retain permanently, per the request of the agency.</p>
100.31	<p><u>RESEARCH FILES</u></p> <p>Dates: 1940- Volume: 25 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Alphabetical by subject Location: 4th & 5th Floor, Basement, Economic Opportunity Office (City Hall)</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>
100.32	<p><u>SALT LOAD TICKETS</u></p> <p>Dates: 1971-1975 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological Location: Basement of City Hall</p> <p>Recommendation: Accumulation may be disposed of.</p>
100.33	<p><u>SCRAP BOOKS</u></p> <p>Dates: 1882- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Weed files and retain historical material permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.34	<p><u>STREET GRADE BOOKS</u></p> <p>Dates: 1887- Volume: $\frac{1}{2}$ Cubic Foot Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Retain permanently.</p>
100.35	<p><u>STREET LIGHT REPORTS (MONTHLY REPORTS)</u></p> <p>Dates: 1975- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
100.36	<p><u>STUDIES AND SURVEY REPORTS (PRIVATE CONSULTANT, LOCAL, STATE, AND FEDERAL) --REPORT OF WATER SUPPLY, ENGINEERING REPORTS, ETC.</u></p> <p>Dates: 1891- Volume: $1\frac{1}{2}$ Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: Basement (City Hall)</p> <p>Recommendation: Retain one copy of each permanently.</p>
100.37	<p><u>VEHICLE PURCHASE RECORD</u></p> <p>Dates: 1928- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Retain until all vehicles recorded are sold, traded, or junked, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.38	<p data-bbox="277 422 565 449"><u>WEED COMPLAINTS</u></p> <p data-bbox="277 485 1133 646">Dates: 1948- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p data-bbox="277 678 1382 705">Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<u>CITY COUNCIL RECORDS</u>
200.01	<u>ACCEPTANCE OF ORDINANCES</u> Dates: 1908- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall) Recommendation: Retain permanently.
200.02	<u>AGENDAS (FOR CITY COUNCIL AND COMMITTEE MEETINGS)</u> Dates: 1963- Volume: $\frac{1}{2}$ Cubic Foot Annual Accumulation: Negligible Arrangement: Chronological Location: 5th Floor (City Hall); 3rd Floor (Old City Hall); Basement (City Hall) Recommendation: Retain <u>originals</u> permanently at the request of the agency.
200.03	<u>ANNUAL CITY CLERK'S REPORTS--ORIGINALS (OLDER RECORDS ALSO INCLUDED CITY ENGINEER, CITY TREASURER, CHIEF MARSHALL, HEALTH OFFICER, FIRE DEPARTMENT, WATERWORKS, ETC.)*</u> Dates: 1880- Volume: 1 Cubic Foot Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall); Public Works Building at 1111 Cedar St. Recommendation: Retain for seven years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.04	<p><u>ANNUAL DEPARTMENTAL REPORTS--ORIGINALS (FIRE, POLICE, LIBRARY, PUBLIC WORKS, ETC.)*</u></p> <p>Dates: 1879- Volume: 6 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall); Public Works Building at 1111 Cedar St.</p> <p>Recommendation: Retain for seven years, then dispose of. Retain <u>copies</u> until administrative use is complete, then dispose of.</p>
200.05	<p><u>ANNUAL REPORTS OF CITY (BOUND COPIES)</u></p> <p>Dates: 1891- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall), City Yards</p> <p>Recommendation: Retain permanently.</p>
200.06	<p><u>CITY APPOINTMENT FILES (ORIGINALS)</u></p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: 4th & 5th Floor (City Hall)</p> <p>This record series consists of letters of appointment to serve on the City Council, appointments to serve on various City Committees, and appointments as department heads. Also included is any related correspondence.</p> <p>Recommendation: Retain for two years after termination of appointment/employment, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.07	<p data-bbox="277 415 1333 447"><u>CITY CHARTER AND PETITION TO CHANGE CHARTER (ORIGINALS)</u></p> <p data-bbox="277 478 1157 642">Dates: 1865- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: 5th Floor (City Hall)</p> <p data-bbox="277 667 1024 699">Recommendation: Retain permanently.</p>
200.08	<p data-bbox="277 768 1081 800"><u>CITY COUNCIL COMMITTEE REPORTS (ORIGINALS)</u></p> <p data-bbox="277 831 1463 995">Dates: 1893- Volume: 44 Cubic Feet Annual Accumulation: 1 Cubic Foot Arrangement: Chronological Location: Basement, 4th & 5th Floor (City Hall)</p> <p data-bbox="277 1020 1479 1083">This record series consists of City Council Committee Reports (i.e. finance committee).</p> <p data-bbox="277 1115 1479 1178">Recommendation: Retain permanently, per the request of the agency.</p>
200.09	<p data-bbox="277 1251 1008 1283"><u>CITY PROPERTY TAX RECORDS (DUPLICATES)</u></p> <p data-bbox="277 1314 1049 1478">Dates: 1983- Volume: $\frac{1}{2}$ Cubic Foot Annual Accumulation: Negligible Arrangement: Chronological Location: 4th & 5th Floor</p> <p data-bbox="277 1503 1487 1667">This record series consists of recommendations to the city council, council members, or city council sub-committee on property tax exemption tax rates, etc. on all property within the city; copies of tax bills; certificates of status of exempt property; and other related property tax data.</p> <p data-bbox="277 1692 1430 1724">Recommendation: Retain for seven years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.10	<p><u>DATE OF CALL OF COMMITTEE MEETINGS</u></p> <p>Dates: 1977- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Retain for one year, then dispose of.</p>
200.11	<p><u>FRANCHISE AGREEMENTS WITH CABLE COMPANY, UTILITY COMPANY, ETC.</u></p> <p>Dates: 1955- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: Basement (City Hall)</p> <p>This record series consists of ordinances establishing agreements between cable companies, utility companies, etc. and the city.</p> <p>Recommendation: Retain for ten years after expiration of agreement, then dispose of.</p>
200.12	<p><u>MINUTES AND PROCEEDINGS (OF CITY COUNCIL MEETINGS, COMMITTEE MEETINGS, ETC.) (ORIGINALS & DUPLICATES)</u></p> <p>Dates: 1852- Volume: 30 Cubic Feet Annual Accumulation: $\frac{1}{2}$ Cubic Foot Arrangement: Chronological Location: 5th, 4th, and 6th Floor (City Hall); Basement; 3rd Floor (Old City Hall)</p> <p>Recommendation: Retain originals permanently. Retain duplicates for one year, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.13	<p><u>MONTHLY CITY CLERK'S REPORTS (ORIGINALS)</u></p> <p>Dates: 1909- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Retain for two years, then dispose of.</p>
200.14	<p><u>MONTHLY REPORTS TO CITY COUNCIL (CITY TRANSIT AUTHORITY)</u></p> <p>Dates: 1958- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Retain for two years, then dispose of.</p>
200.15	<p><u>MOTIONS (TO CITY COUNCIL) (ORIGINALS)</u></p> <p>Dates: 1929- Volume: $\frac{1}{2}$ Cubic Foot Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Retain permanently at the request of the agency.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.16	<p><u>ORDINANCES (ORIGINALS & DUPLICATES)</u></p> <p>Dates: 1852- Volume: 95 Cubic Feet Annual Accumulation: $\frac{1}{2}$ Cubic Foot Arrangement: Numerical by ordinance number, Alphabetical by subject Location: Basement, 4th & 5th Floor of City Hall</p> <p>This record series consists of City Ordinances and Ordinance Books.</p> <p>Recommendation: Retain permanently. Retain <u>duplicates</u> until administrative use is complete, then dispose of.</p>
200.17	<p><u>PETITIONS AND COMMUNICATIONS TO CITY COUNCIL</u></p> <p>Dates: 1917- Volume: 5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Retain for one year, then dispose of except for petitions relating to <u>annexations, land dedications, and street and alley vacations</u> which must be retained permanently.</p>
200.18	<p><u>PETITIONS TO LOCAL BOARD OF IMPROVEMENTS</u></p> <p>Dates: 1899-1930 Volume: 1 Cubic Foot Annual Accumulation: None Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Retain for one year, then dispose of, except those relating to <u>annexations, land dedications, and street and alley vacations</u> which must be retained permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.19	<p><u>PROCEEDINGS--LOCAL BOARD OF IMPROVEMENTS</u></p> <p>Dates: 1901- Volume: 1 Cubic Foot Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Retain permanently.</p>
200.20	<p><u>REFERRALS FROM CITY COUNCIL TO APPROPRIATE COMMITTEE, DEPARTMENT, ETC.</u></p> <p>Dates: 1973- Volume: 31 Cubic Feet Annual Accumulation: 1 Cubic Foot Arrangement: Alphabetical by committee Location: 5th Floor, Basement (City Hall)</p> <p>Recommendation: Retain for one year after action is taken, then dispose of.</p>
200.21	<p><u>REQUESTS/PETITIONS FOR STREET LIGHTS</u></p> <p>Dates: 1973- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Retain for one year, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.22	<p data-bbox="277 422 493 449"><u>RESOLUTIONS</u></p> <p data-bbox="277 489 1349 653">Dates: 1893- Volume: 13 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Location: 5th Floor, Basement (City Hall)</p> <p data-bbox="277 680 1479 814">Recommendation: Retain originals for sixty days, then dispose of if incorporated in minute books. Retain duplicates until administrative use is complete, then dispose of.</p>
200.23	<p data-bbox="277 869 396 896"><u>VETOES</u></p> <p data-bbox="277 936 1135 1100">Dates: 1972- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p data-bbox="277 1127 1021 1161">Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.01	<p style="text-align: center;"><u>LEGAL DEPARTMENT</u></p> <p style="text-align: center;"><u>CONSTRUCTION RECORDS</u></p> <p><u>BIDS, SPECIFICATIONS, PROPOSALS, AND BID BONDS</u></p> <p>Dates: 1892-1970 Volume: Negligible Annual Accumulation: None Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Accumulation may be disposed of.</p>
300.02	<p><u>CAPITAL IMPROVEMENT PLANS</u></p> <p>Dates: 1983 Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain one copy of each permanently. Retain <u>copies</u> until administrative use is complete, then dispose of.</p>
300.03	<p><u>CONSTRUCTION RECORDS (CITY BUILDINGS)</u></p> <p>Dates: 1940- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical by building</p> <p>The record series includes contracts, bids, billing from contractors, change orders, construction correspondence, etc. for construction projects of city buildings.</p> <p>Recommendation: Retain for ten years following completion of project, then dispose of. Retain <u>construction plans, drawings, and specifications</u> permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.04	<u>CONSTRUCTION RECORDS (STREETS, SEWERS, SIDEWALKS, BRIDGES, ETC.)</u> Dates: 1912-1975 Volume: 1½ Cubic Feet Annual Accumulation: Obsolete Arrangement: Chronological Location: Basement of City Hall Recommendation: Accumulation may be disposed of.
300.05	<u>FIVE-YEAR STREET PROGRAM PLAN</u> Dates: 1944- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement of City Hall Recommendation: Retain one copy of each permanently.
300.06	<u>NOTICE OF COMPLETION AND ACCEPTANCE OF IMPROVEMENT FROM I.D.O.T.</u> Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Fifth Floor of City Hall Recommendation: Retain for ten years following acceptance of improvement by I.D.O.T., then dispose of.
300.07	<u>TABULATION OF BIDS</u> Dates: 1912- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by project Location: Basement (City Hall) Recommendation: Retain for two (2) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p style="text-align: center;"><u>LEGAL DEPARTMENT</u></p> <p style="text-align: center;"><u>FINANCIAL RECORDS</u></p>
400.01	<p><u>AGREEMENT TO SHARE IN COST OF MAINTENANCE PAYMENTS (PRIVATE SEWERS)</u></p> <p>Dates: 1935 (only) Volume: Negligible Annual Accumulation: None Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Accumulation may be disposed of.</p>
400.02	<p><u>AGREEMENTS & LEASES FOR GENERAL SERVICES (ORIGINALS)</u></p> <p>Dates: 1892- Volume: 1 Cubic Foot Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: Basement, 4th & 5th Floor (City Hall)</p> <p>This record series consists of leases and agreements (i.e. for leasing of equipment, buildings leased for various city departments, bus service through the Mass Transit Authority).</p> <p>Recommendation: Retain for ten years after termination or completion of the terms of the lease or agreement, then dispose of.</p>
400.03	<p><u>AGREEMENTS - INTERGOVERNMENTAL AGENCY AGREEMENTS</u></p> <p>Dates: 1936- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: Basement (City Hall)</p> <p>Recommendation: Retain for ten years after termination or completions of the terms of the agreement, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES										
400.04	<p data-bbox="272 432 1474 491"><u>ANNUAL SUPPLEMENTAL REPORT TO STATE AUDITOR/COMPTROLLER (CITY COPY)</u></p> <table data-bbox="272 527 1156 684"><tr><td>Dates:</td><td>1974-</td></tr><tr><td>Volume:</td><td>Negligible</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr><tr><td>Location:</td><td>Basement of City Hall</td></tr></table> <p data-bbox="272 720 1421 751">Recommendation: Retain for seven years, then dispose of.</p>	Dates:	1974-	Volume:	Negligible	Annual Accumulation:	Negligible	Arrangement:	Chronological	Location:	Basement of City Hall
Dates:	1974-										
Volume:	Negligible										
Annual Accumulation:	Negligible										
Arrangement:	Chronological										
Location:	Basement of City Hall										
400.05	<p data-bbox="272 814 776 846"><u>ANNUAL TREASURER'S REPORTS</u></p> <table data-bbox="272 877 1156 1035"><tr><td>Dates:</td><td>1905-</td></tr><tr><td>Volume:</td><td>Negligible</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr><tr><td>Location:</td><td>Basement of City Hall</td></tr></table> <p data-bbox="272 1071 1421 1102">Recommendation: Retain for seven years, then dispose of.</p>	Dates:	1905-	Volume:	Negligible	Annual Accumulation:	Negligible	Arrangement:	Chronological	Location:	Basement of City Hall
Dates:	1905-										
Volume:	Negligible										
Annual Accumulation:	Negligible										
Arrangement:	Chronological										
Location:	Basement of City Hall										
400.06	<p data-bbox="272 1165 1295 1197"><u>APPROPRIATION AND TAX LEVY ORDINANCE RECORDS (COPIES)</u></p> <table data-bbox="272 1228 1219 1386"><tr><td>Dates:</td><td>1917-</td></tr><tr><td>Volume:</td><td>2 1/2 Cubic Feet</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr><tr><td>Location:</td><td>Fifth Floor of City Hall</td></tr></table> <p data-bbox="272 1421 1479 1516">Research work used to draw up a prospective appropriation and tax levy ordinances; includes photocopies of reports, notes, and copies of ordinances.</p> <p data-bbox="272 1547 1474 1606">Recommendation: Retain until administrative use is complete, then dispose of.</p>	Dates:	1917-	Volume:	2 1/2 Cubic Feet	Annual Accumulation:	Negligible	Arrangement:	Chronological	Location:	Fifth Floor of City Hall
Dates:	1917-										
Volume:	2 1/2 Cubic Feet										
Annual Accumulation:	Negligible										
Arrangement:	Chronological										
Location:	Fifth Floor of City Hall										

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.07	<p data-bbox="277 415 1003 447"><u>AUDIT REPORTS (ORIGINALS & DUPLICATES)</u></p> <p data-bbox="277 483 1461 646">Dates: 1909- Volume: 1 Cubic Foot Annual Accumulation: Negligible Arrangement: Chronological Location: Basement, 4th & 5th Floor (City Hall)</p> <p data-bbox="277 674 1474 898">The audit reports dated 1909-1976 are the official copy of record for city-wide audits, which also included the 1937-1976 audits of Police and Fire Pension Commission. The Office of Finance/General Accounting has maintained the official copy of record for the city from 1977 on, see Application 90-111, item 200.04. The Audit Reports dated 1977 on are duplicate copies of the audits of the Legal Department only.</p> <p data-bbox="277 926 1474 1024">Recommendation: Retain one copy of each original audit permanently. Retain <u>duplicates</u> for one year, then dispose of.</p>
400.08	<p data-bbox="277 1087 1024 1119"><u>AUDIT REPORTS (POLICE AND FIRE PENSION)</u></p> <p data-bbox="277 1155 1166 1318">Dates: 1937- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement of City Hall</p> <p data-bbox="277 1346 1474 1444">Recommendation: Retain one copy of original permanently. Retain duplicates for one year, then dispose of.</p>
400.09	<p data-bbox="277 1507 857 1539"><u>BILLING STATEMENTS (DUPLICATE)</u></p> <p data-bbox="277 1570 1166 1734">Dates: 1900- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement of City Hall</p> <p data-bbox="277 1761 1393 1791">Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.10	<p><u>BOND AND COUPON STATEMENTS</u></p> <p>Dates: 1941-1941 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological Location: Basement of City Hall</p> <p>This record is currently maintained by the Finance Department.</p> <p>Recommendation: Accumulation may be disposed of.</p>
400.11	<p><u>BONDS - CONTRACTOR'S PERFORMANCE AND SURETY BONDS (ORIGINALS)</u></p> <p>Dates: 1938- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by contractor or project Location: 4th & 5th Floor (City Hall)</p> <p>This record series consists of Surety Bonds filed by contractors performing work in the city.</p> <p>Recommendation: Retain for three years after cancellation or expiration of bond, then dispose of providing no claims are pending.</p>
400.12	<p><u>BOND ISSUE RECORDS-GENERAL OBLIGATION (TRANSCRIPTS OF MINUTES AND PROCEEDINGS, RESOLUTIONS, CERTIFICATES OF ISSUANCE, ETC.)-(ORIGINALS AND DUPLICATES)</u></p> <p>Dates: 1974- Volume: 12 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Location: 4th & 5th Floor (City Hall)</p> <p>Recommendation: Retain <u>originals</u> permanently. Retain <u>duplicates</u> until administrative use is complete, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.13	<p data-bbox="277 415 1214 443"><u>BONDS - INDUSTRIAL REVENUE BOND FILES (ORIGINALS)</u></p> <p data-bbox="277 478 1268 638">Dates: 1974- Volume: 29½ Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological Location: 4th & 5th Floor (City Hall)</p> <p data-bbox="277 674 1474 827">This record series consists of the Industrial Revenue Bond Files containing loan agreements, bond purchase agreements, transcripts of minutes of governmental bodies issuing the bonds, resolutions, certificates of authenticity, copies of ordinances, and any related correspondence.</p> <p data-bbox="277 863 1024 890">Recommendation: Retain permanently.</p>
400.14	<p data-bbox="277 961 721 989"><u>BONDS - ORDINANCE BONDS</u></p> <p data-bbox="277 1024 1138 1184">Dates: 1973- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p data-bbox="277 1220 1479 1276">Recommendation: Retain for three years following expiration or cancellation of bond, then dispose of.</p>
400.15	<p data-bbox="277 1346 553 1373"><u>BOND REGISTERS</u></p> <p data-bbox="277 1409 1224 1562">Dates: 1853- Volume: ½ Cubic Foot Annual Accumulation: Negligible Arrangement: Numerical by bond number Location: Basement of City Hall</p> <p data-bbox="277 1598 1479 1654">Recommendation: Retain for two years following cancellation or due date of bonds, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.16	<u>BUDGET RECORDS (REPORTS, ESTIMATES, AND REQUESTS)</u> Dates: 1890- Volume: 3 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Location: Basement of City Hall Recommendation: Retain for seven years, then dispose of.
400.17	<u>CANCELLED CHECKS, DEPOSIT SLIPS, AND BANK STATEMENTS</u> Dates: 1940-1955 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological Location: Basement of City Hall These records are now retained by the Finance Department. Recommendation: Accumulation may be disposed of.
400.18	<u>CASH RECEIPTS</u> Dates: 1891- Volume: 1½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Location: Basement of City Hall Recommendation: Retain for two years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.19	<p data-bbox="277 415 967 443"><u>CERTIFICATE OF TENANT REPRESENTATIVE</u></p> <p data-bbox="277 478 1133 642">Dates: 1974-Negligible Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p data-bbox="277 674 1474 772">This record series consists of construction payments other than to contractors, made by business (i.e. a local hospital) receiving industrial revenue bond funding.</p> <p data-bbox="277 804 1474 867">Recommendation: Retain for seven years after completion or project, then dispose of.</p>
400.20	<p data-bbox="277 898 1474 989"><u>C.E.T.A. (COMPREHENSIVE EMPLOYEE TRAINING ACT) RECORDS (GRANTS, FINANCIAL AND STATISTICAL RECORDS, SUPPORTING DOCUMENTATION)-DEPARTMENTAL COPIES</u></p> <p data-bbox="277 1024 1133 1188">Dates: 1978-1980 Volume: Negligible Annual Accumulation: None Arrangement: Chronological Location: Basement (City Hall)</p> <p data-bbox="277 1220 1271 1247">Recommendation: Accumulation may be disposed of.</p>
400.21	<p data-bbox="277 1310 488 1337"><u>CHECK STUBS</u></p> <p data-bbox="277 1373 1235 1537">Dates: 1949-1949 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Numerical by check number Location: Basement of City Hall</p> <p data-bbox="375 1568 1463 1596">These records are now retained by the Finance Department.</p> <p data-bbox="277 1627 1271 1654">Recommendation: Accumulation may be disposed of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.22	<p><u>CONTRACTS AND MEMORANDA OF UNDERSTANDING, CONTRACT BONDS</u></p> <p>Dates: 1911- Volume: 2½ Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: 4th & 5th Floor, Basement (City Hall)</p> <p>Recommendation: Retain in ten (10) years after completion and/or discharge of the terms of all corresponding agreements or contracts, then dispose of.</p>
400.23	<p><u>DEMOLITION CONTRACTS (ORIGINALS)</u></p> <p>Dates: 1972- Volume: 8 Cubic Feet Annual Accumulation: ½ Cubic Foot Arrangement: Alphabetical by address Location: 4th & 5th Floor (City Hall)</p> <p>This record series consists of the city copy of record of contracts for demolition of city owned properties.</p> <p>Recommendation: Retain in office for ten (10) years after completion and/or discharge of the terms of all corresponding agreements or contracts, then dispose of.</p>
400.24	<p><u>GENERAL LEDGERS AND JOURNAL SHEETS, WARRANT REGISTERS (ORIGINALS)</u></p> <p>Dates: 1897- Volume: 8 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Location: Basement of City Hall</p> <p>This record series consists of General Ledgers and Journal Sheets (i.e. daily operational expenses for the city clerk).</p> <p>Recommendation: Retain for seven years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.25	<p><u>GRANT RECORDS (INCLUDES APPLICATIONS, GRANT MONITORING REPORTS, SUPPORT DOCUMENTATION) (ORIGINALS FOR ALL CITY DEPARTMENTS)</u></p> <p>Dates: 1969- Volume: 1½ Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical by grant Location: 4th & 5th Floors of City Hall; Old City Hall; Basement of City Hall</p> <p>Recommendation: Retain <u>originals</u> for three years after completion of the terms of the grant, then dispose of. Retain <u>copies</u> until administrative use is complete.</p>
400.26	<p><u>GRANT FILES FOR URBAN RENEWAL PROJECTS (DUPLICATES)</u></p> <p>Dates: 1970- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical by address Location: 4th & 5th Floor (City Hall)</p> <p>This record series consists of Urban Renewal Grant Files which includes copies of grant applications, copies of contracts, grant monitoring reports, and related supporting documentation (i.e. vouchers, budget proposals, budget reports).</p> <p>Recommendation: Retain for three years after completion of project, then dispose of.</p>

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400.27	<p data-bbox="277 415 984 457"><u>LIEN FILES (ORIGINALS AND DUPLICATES)</u></p> <p data-bbox="277 485 1268 646">Dates: 1982- Volume: 2½ Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical by address Location: 4th & 5th Floor (City Hall)</p> <p data-bbox="277 674 1479 842">This record series consists of the Lien Files maintained by the Legal Department. The records generally contain lien documents the city has retained on various property owners including: the notice of the lien (official city copy), the release of the lien, and any related correspondence.</p> <p data-bbox="277 869 1479 968">Recommendation: Retain <u>Notices and Releases of Lien and Waiver of Lien</u> for one year after settlement of waiver or dismissal, then dispose of.</p>
400.28	<p data-bbox="277 1024 792 1056"><u>MONTHLY TREASURER'S REPORTS</u></p> <p data-bbox="277 1087 1154 1249">Dates: 1909- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Location: Basement of City Hall</p> <p data-bbox="277 1276 1382 1318">Recommendation: Retain for two years, then dispose of.</p>
400.29	<p data-bbox="277 1375 1252 1407"><u>PAID BILLS AND BILLING STATEMENTS (DEPARTMENT COPY)</u></p> <p data-bbox="277 1438 1154 1600">Dates: 1890- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement of City Hall</p> <p data-bbox="277 1627 1382 1669">Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.30	<p><u>PETTY CASH SLIPS</u></p> <p>Dates: 1957- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement of City Hall</p> <p>Recommendation: Retain for two years, then dispose of.</p>
400.31	<p><u>PROMISSORY NOTES</u></p> <p>Dates: 1934- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement of City Hall</p> <p>Recommendation: Retain for ten years, then dispose of providing the judgement has been satisfied or the note has been written off as uncollectible.</p>
400.32	<p><u>PURCHASE ORDERS AND REQUISITIONS FOR THE PROCUREMENT OF GOODS AND SERVICES FOR THE LEGAL DEPARTMENT (ORIGINAL MAINTAINED BY THE FINANCE DEPARTMENT)</u></p> <p>Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by purchase order number Location: Fifth Floor of City Hall</p> <p>Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.33	<p data-bbox="277 422 1040 453"><u>REPORT OF COSTS (CONSTRUCTION OF SEWERS)</u></p> <p data-bbox="277 485 1159 646">Dates: 1892-1900 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological Location: Basement of City Hall</p> <p data-bbox="375 678 1271 709">These records are now retained by Public Works.</p> <p data-bbox="277 741 1271 772">Recommendation: Accumulation may be disposed of.</p>
400.34	<p data-bbox="277 842 1159 873"><u>STATEMENTS OF ACCOUNT (TRUST FUND) (ORIGINALS)</u></p> <p data-bbox="277 905 1008 1031">Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="277 1062 1479 1125">This record series consists of Statements of Accounts showing all receipts and disbursements from the city trust fund.</p> <p data-bbox="277 1157 1425 1188">Recommendation: Retain for seven years, then dispose of.</p>
400.35	<p data-bbox="277 1262 740 1293"><u>UNPAID SIDEWALK BILLINGS</u></p> <p data-bbox="277 1325 1159 1472">Dates: 1899-1932 Volume: $\frac{1}{2}$ Cubic Foot Annual Accumulation: Obsolete Arrangement: Chronological Location: Basement of City Hall</p> <p data-bbox="277 1503 1479 1566">This record series includes sidewalk billing, report of cost of sidewalk as built, receipts, etc.</p> <p data-bbox="277 1598 1276 1629">Recommendation: Accumulation may be disposed of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.01	<p data-bbox="618 415 922 443"><u>LEGAL DEPARTMENT</u></p> <p data-bbox="618 478 922 506"><u>LEGAL CASE FILES</u></p> <p data-bbox="280 573 946 600"><u>BANKRUPTCY CLAIM FILES (DUPLICATES)</u></p> <p data-bbox="280 636 1479 825">Dates: 1975- Volume: 3 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological, Numerical by assigned number Location: 4th & 5th Floor (City Hall)</p> <p data-bbox="280 861 1479 1020">This record series consists of copies of claims for reimbursement filed by the city in U.S. District Court against an individual for non-payment of monies owed (i.e. water bills, parking tickets). Originals are maintained with the U.S. District Court Office.</p> <p data-bbox="280 1056 1479 1119">Recommendation: Retain for seven years after settlement of case, then dispose of.</p>
500.02	<p data-bbox="280 1182 1203 1209"><u>BUILDING CONDEMNATION FILES (AGENCY RECORD COPY)</u></p> <p data-bbox="280 1245 1276 1402">Dates: 1978- Volume: 3 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Location: 4th & 5th Floor (City Hall)</p> <p data-bbox="280 1438 1479 1591">This record series consists of copies of court documents relative to the condemnation of buildings in the city (i.e. writs, motions), copies of plats, copies of zoning actions taken against building owners, attorney's notes, and any related correspondence.</p> <p data-bbox="280 1627 1479 1690">Recommendation: Retain for ten years following demolition of structure, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.03	<p data-bbox="277 415 1081 443"><u>BUSINESS CASE FILES (ECONOMIC OPPORTUNITY)</u></p> <p data-bbox="277 478 1276 638">Dates: 1988- Volume: 1 Cubic Foot Annual Accumulation: 2 Cubic Feet Arrangement: Alphabetical by business Location: Economic Opportunity Office</p> <p data-bbox="277 667 1474 764">This records series contains correspondence, information regarding the specific business establishment, copies of reports, and copies of investigations.</p> <p data-bbox="277 793 1422 827">Recommendation: Retain for three years, then dispose of.</p>
500.04	<p data-bbox="277 890 1179 917"><u>CABLE TV COMPANY FRANCHISE NEGOTIATIONS RECORDS</u></p> <p data-bbox="277 953 1474 1113">Dates: 1972- Volume: 7 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological, Alphabetical by subject Location: 4th & 5th Floor (City Hall)</p> <p data-bbox="277 1142 1474 1373">This record series includes: research materials (studies from other cities, correspondence, notes, copies of reports and documents [contracts, bids]), correspondence, rate hike information (requests for rate hikes, copies of Illinois Commerce Commission hearings regarding rate hikes, similar documents found in "research materials"), franchise agreement (original), and notes on negotiations with the cable company.</p> <p data-bbox="277 1402 1474 1562">Recommendation: Retain franchise agreement for ten years after termination or completion of the terms of the agreement, then dispose of. Retain supporting documentation one year after termination of agreement, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.05	<p><u>CHANCERY AND LAW FILES (CITY RECORD COPIES)</u></p> <p>Dates: 1963- Volume: 31½ Cubic Feet Annual Accumulation: 1½ Cubic Feet Arrangement: Chronological Location: 4th & 5th Floor (City Hall)</p> <p>This record series consists of petty theft, breach of contract, accident, etc. case files maintained by the Legal Department. Included in these files are briefs, court orders, appeals, summonses, copies of ordinances, copies of police reports, court notices, copies of accident reports, copies of House Bills, and any case related correspondence.</p> <p>Recommendation: Retain for three years following settlement of case, then dispose of. Retain all legal opinions permanently.</p>
500.06	<p><u>CLAIM CASE FILES (BY AND AGAINST THE CITY WHICH RESULT IN LITIGATION)</u></p> <p>Dates: 1965- Volume: 17 Cubic Feet Annual Accumulation: 1 Cubic Foot Arrangement: Numerical by case number Location: 4th & 5th Floor; Basement (City Hall)</p> <p>This record series includes copies of circuit court records (court orders, motions, summonses, etc.), and dispositions. In cases involving foreclosure, this record series also includes deeds, titles, contracts, and liens.</p> <p>Recommendation: Retain <u>original real estate</u> records permanently. Retain <u>contracts</u> for ten (10) years after completion and/or discharge of the terms of all corresponding agreements or contracts, then dispose of. Retain <u>liens</u> for one year after settlement or dismissal, then dispose of. Retain other case files for seven years following closure of case, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.07	<p data-bbox="280 415 1479 478"><u>CLAIM CASE FILES (AGAINST THE CITY WHICH DO NOT RESULT IN LITIGATION)</u></p> <p data-bbox="280 510 1479 674">Dates: 1962- Volume: 18 Cubic Feet Annual Accumulation: 1 Cubic Foot Arrangement: Alphabetical by claimant Location: 4th & 5th Floor; Basement (City Hall)</p> <p data-bbox="280 705 1479 800">This record series includes correspondence, bills and invoices (copies), investigations into claims, notice of lawsuits, etc. These are small claims that never reach court.</p> <p data-bbox="280 831 1479 894">Recommendation: Retain for seven years following settlement of claim, then dispose of.</p>
500.08	<p data-bbox="280 957 1430 989"><u>DEMOLITION AND FORECLOSURE CASE FILES (ORIGINAL & DUPLICATE)</u></p> <p data-bbox="280 1020 1479 1184">Dates: 1963- Volume: 6½ Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical Location: Basement, 4th & 5th Floor (City Hall)</p> <p data-bbox="280 1215 1479 1472">This record series consists of the Demolition and Foreclosure Files maintained by the City's Legal Department. The records generally contain all documents retained on property foreclosed and acquired by the city where the existing structure is to be demolished. Specific examples of records include: title policies, Sheriff's Deeds, various other lawsuit documents relative to condemnation suits and tax suits, copies of checks for purchase of property, and real estate transfer declarations.</p> <p data-bbox="280 1503 1024 1535">Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.09	<p data-bbox="280 422 946 453"><u>FAIR HOUSING CASE FILES (ORIGINALS)</u></p> <p data-bbox="280 485 1157 646">Dates: 1972- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: 5th Floor (City Hall)</p> <p data-bbox="280 678 1479 772">This record series includes copies of transcripts of hearings regarding fair housing cases and all related correspondence.</p> <p data-bbox="280 804 1479 867">Recommendation: Retain for three years following settlement of case, then dispose of.</p>
500.10	<p data-bbox="280 936 837 968"><u>FEDERAL LITIGATION CASE FILES</u></p> <p data-bbox="280 999 1271 1161">Dates: 1963- Volume: 10 Cubic Feet Annual Accumulation: $\frac{1}{2}$ Cubic Feet Arrangement: Numerical by case number Location: 4th & 5th Floor (City Hall)</p> <p data-bbox="280 1192 1479 1318">This record series includes the City's copies of warrant lists, court documents and dispositions (original) in civil rights lawsuits, false arrests suits, etc. filed against the city or by the city in Federal Court.</p> <p data-bbox="280 1350 1479 1413">Recommendation: Retain for three years following settlement of case, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.11	<p data-bbox="276 430 1193 457"><u>ILLINOIS COMMERCE COMMISSION RECORDS (CITY COPY)</u></p> <p data-bbox="276 493 1461 651">Dates: 1926- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Location: 4th & 5th Floor; Basement (City Hall)</p> <p data-bbox="276 682 1477 808">This record series includes copies of transcripts of hearings, court orders, petitions, etc. from the Illinois Commerce Commission concerning issues which may effect the city and its citizens.</p> <p data-bbox="276 840 1477 913">Recommendation: Retain for three years following closure of case, then dispose of.</p>
500.12	<p data-bbox="276 976 1477 1039"><u>INVESTIGATIONS/COMPLAINTS--PREVAILING WAGE DISPUTES, DISCRIMINATION BY CITY-CONTRACTED BUSINESS, ETC.</u></p> <p data-bbox="276 1071 1282 1228">Dates: 1984- Volume: 2 Cubic Feet Annual Accumulation: $\frac{1}{2}$ Cubic Foot Arrangement: Alphabetical by case Location: Economic Opportunity Office</p> <p data-bbox="276 1260 1485 1417">This record series includes voluntary statements, copies of payroll records, correspondence, memos, etc. received by the Legal Department for preparation of prevailing wage and discrimination cases involving the city and business contracted by the city.</p> <p data-bbox="276 1449 1485 1522">Recommendation: Retain for three years following settlement of case, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.13	<p><u>LABOR NEGOTIATION FILES (INCLUDES ORIGINAL COLLECTIVE BARGAINING AGREEMENTS, NEGOTIATION RECORDS, AND DUPLICATE GRIEVANCE RECORDS)</u></p> <p>Dates: 1973- Volume: 15 Cubic Feet Annual Accumulation: 1½ Cubic Feet Arrangement: Chronological Location: Basement, 4th & 5th Floor (City Hall)</p> <p>Recommendation: Retain for fifteen years after expiration of the contract, then dispose of.</p>
500.14	<p><u>LEGAL CASE FILES--LAWSUITS, CLAIMS AGAINST AND BY CITY, ETC.</u></p> <p>Dates: 1927-1966 Volume: 10 Cubic Feet Annual Accumulation: None Arrangement: Alphabetical by case Location: Basement (City Hall)</p> <p>This record series includes copies of court documents, correspondence, statements, etc. Case files were filed in separate categories after 1966.</p> <p>Recommendation: Retain for three years following settlement, then dispose of.</p>
500.15	<p><u>LEGAL OPINIONS</u></p> <p>Dates: 1940- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: Basement, 5th Floor (City Hall)</p> <p>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.16	<p data-bbox="277 428 1474 491"><u>NOTICES AND CLAIMS FOR DAMAGES (REPORTS OF DAMAGE TO CITY PROPERTY)</u></p> <p data-bbox="277 527 1136 680">Dates: 1970- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p data-bbox="277 709 1474 772">Recommendation: Retain for seven years following settlement of claim, then dispose of.</p>
500.17	<p data-bbox="277 848 1474 911"><u>PERSONAL INJURY LAWSUITS FILED AGAINST THE CITY (ORIGINAL & DUPLICATE RECORDS)</u></p> <p data-bbox="277 940 1274 1094">Dates: 1965- Volume: 20 Cubic Feet Annual Accumulation: 1 Cubic Foot Arrangement: Chronological Location: 4th & 5th Floor (City Hall)</p> <p data-bbox="277 1123 1485 1289">This record series consists of the city's copies of record of documents relating to lawsuits filed against the city for personal injury. Included are original copies of depositions, duplicate copies of motions, duplicate copies of orders and settlements, and any related correspondence.</p> <p data-bbox="277 1318 1485 1409">Recommendation: Retain for three years after the case is closed, then dispose of. Retain legal opinions permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.18	<p data-bbox="277 415 1079 447"><u>SMALL CLAIMS COURT CASE FILES (DUPLICATES)</u></p> <p data-bbox="277 478 1268 636">Dates: 1970- Volume: 7½ Cubic Feet Annual Accumulation: Negligible Arrangement: Numerical by case number Location: 4th & 5th Floor (City Hall)</p> <p data-bbox="277 667 1479 898">This record series consists of documents retained on small claims (claims not exceeding \$2,500) cases to which the city is a party. These cases involve claims such as claims for minor damages to city property. These files contain copies of complaints, copies of summonses, copies of motions, and any related correspondence. Originals are maintained with the Office of Circuit Court.</p> <p data-bbox="277 930 1479 993">Recommendation: Retain for three years following settlement of case, then dispose of.</p>
500.19	<p data-bbox="277 1056 1300 1087"><u>TRAFFIC VIOLATION CASE FILES (ORIGINALS & DUPLICATES)</u></p> <p data-bbox="277 1119 1276 1276">Dates: 1975- Volume: 100 Cubic Feet Annual Accumulation: 7½ Cubic Feet Arrangement: Alphabetical by individual Location: 4th & 5th Floor (City Hall)</p> <p data-bbox="277 1308 1487 1497">This record series consists of documents retained on persons arrested for various traffic violations. Included are misdemeanor proceedings sheets (originals - detailing the disposition of court hearings), accident reports, police/arrest reports, copies of other court documents such as notices and, summonses.</p> <p data-bbox="277 1528 1487 1591">Recommendation: Retain for three years following settlement of case, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.20	<p><u>TRAFFIC COUNT DOCKETS-COMPUTER PRINTOUTS FROM CIRCUIT CLERK</u></p> <p>Dates: 1987- Volume: 1 Cubic Foot Annual Accumulation: 1 Cubic Foot Arrangement: Chronological Location: 4 West State Street</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>
500.21	<p><u>VACATION OF STREETS AND ROADWAYS CASE FILES</u></p> <p>Dates: 1951- Volume: 1½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Location: 5th Floor, Basement (City Hall)</p> <p>This record series includes petitions for vacation, copies of plats, notice of vacation, correspondence, and copies of court documents. May also include some real estate records such as deeds. <u>This is the city's official legal file on road vacations.</u></p> <p>Recommendation: Retain permanently.</p>
500.22	<p><u>ZONING LAWSUIT CASES</u></p> <p>Dates: 1965- Volume: 14 Cubic Feet Annual Accumulation: ½ Cubic Foot Arrangement: Numerical by case number Location: 4th & 5th Floor (City Hall)</p> <p>This record series includes copies of court documents (i.e. motions, court orders, etc.) concerning zoning complaints, original titles (if city property was involved), and any related correspondence.</p> <p>Recommendation: Retain court records for three years following settlement of case, then dispose of. Retain original Real Estate records (i.e. deeds, titles, etc.) permanently.</p>

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	<p data-bbox="613 426 922 457"><u>LEGAL DEPARTMENT</u></p> <p data-bbox="492 489 1047 520"><u>PAYROLL AND PERSONNEL RECORDS</u></p> <p data-bbox="66 590 178 621">600.01</p> <p data-bbox="280 583 1477 684"><u>APPLICATIONS FOR EMPLOYMENT (SOLICITED AND UNSOLICITED) AND SUPPORTING DOCUMENTS (i.e. RESUMES, LETTERS OF RECOMMENDATION, ETC.)</u></p> <p data-bbox="280 716 1138 873">Dates: 1976- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p data-bbox="280 905 1477 1094">Recommendation: Retain solicited applications and supporting documents for two years from the date of application, then dispose of. Retain unsolicited applications and supporting documents for one year from the date of application, then dispose of.</p>
600.02	<p data-bbox="280 1161 876 1192"><u>ASSIGNMENT OF WAGES (ORIGINALS)</u></p> <p data-bbox="280 1224 1279 1381">Dates: 1975- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: 4th & 5th Floor (City Hall)</p> <p data-bbox="280 1413 1477 1476">This record series consists of the Assignment of Wages Forms for garnishment of wages of city employees.</p> <p data-bbox="280 1507 1477 1570">Recommendation: Retain for seven years after settlement, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
600.03	<p data-bbox="277 415 1474 478"><u>BOARD OF FIRE AND POLICE COMMISSIONERS DISCIPLINARY FILES (DUPLICATES)</u></p> <p data-bbox="277 510 1268 667">Dates: 1972- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Location: 4th & 5th Floor (City Hall)</p> <p data-bbox="277 699 1474 892">This record series consists of copies of documents retained by the Legal Department concerning complaints filed against officers of the Police and Fire Departments. Included are copies of court orders, subpoenas, copies of evaluations, copies of hearing transcripts, etc. The originals are maintained by the Board of Fire and Police Commissioners.</p> <p data-bbox="277 924 1474 987">Recommendation: Retain for five years after closure of case, then dispose of.</p>
600.04	<p data-bbox="277 1056 792 1081"><u>GRIEVANCE FILES (ORIGINALS)</u></p> <p data-bbox="277 1119 1219 1276">Dates: 1979- Volume: 1 Cubic Foot Annual Accumulation: Negligible Arrangement: Numerical by case number Location: 4th & 5th Floor</p> <p data-bbox="277 1308 1474 1434">This record series consists of grievances filed by city employees and may also contain decisions and orders of arbitrators, witness statements, exhibits, legal briefs, notices of hearings, and any related correspondence.</p> <p data-bbox="277 1465 1474 1528">Recommendation: Retain for five (5) years after resolution of grievance, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
600.05	<p data-bbox="282 413 1107 447"><u>NOTICE OF COMPLETION OF PROBATIONARY PERIOD</u></p> <p data-bbox="282 476 1138 642">Dates: 1975- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p data-bbox="282 669 1479 823">This record series consists of a letter to the city clerk from personnel stating that the employee has completed his/her probationary period and will be granted "full-time status" unless the personnel department is notified that this status should be denied.</p> <p data-bbox="282 861 1370 896">Recommendation: Retain for one year, then dispose of.</p>
600.06	<p data-bbox="282 959 1479 1018"><u>OFFICIAL'S OATHS, BONDS, AND APPOINTMENTS (ORIGINALS FOR ALL CITY OFFICIALS)</u></p> <p data-bbox="282 1052 1349 1218">Dates: 1891- Volume: $\frac{1}{2}$ Cubic Foot Annual Accumulation: Negligible Arrangement: Chronological Location: 5th Floor, Basement (City Hall)</p> <p data-bbox="282 1247 1479 1312">Recommendation: Retain for two years following term of office, then dispose of.</p>
600.07	<p data-bbox="282 1377 1479 1436"><u>PAYROLL REPORTS-COMPUTER PRINTOUTS FROM FINANCE DEPARTMENT FOR PAYROLL OF LEGAL DEPARTMENT EMPLOYEES</u></p> <p data-bbox="282 1470 1159 1629">Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: 5th Floor (City Hall)</p> <p data-bbox="282 1659 1390 1692">Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
600.08	<p><u>PAYROLL TIME BOOK (PAYROLL RECORDS NOW MAINTAINED BY CITY TREASURER)</u></p> <p>Dates: 1917-1920 Volume: Negligible Annual Accumulation: None Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Accumulation may be disposed of.</p>
600.09	<p><u>PAYROLL WORKSHEETS FOR ALDERMEN</u></p> <p>Dates: 1977- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Retain for seven years, then dispose of.</p>
600.10	<p><u>PERSONNEL FILES (FOR THE EMPLOYEES OF THE LEGAL DEPARTMENT) (COPIES)</u></p> <p>Dates: 1970- Volume: 1½ Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical by employee Location: 5th Floor (City Hall)</p> <p>Recommendation: Retain for five years after termination of employment, then dispose of.</p>
600.11	<p><u>REPORT OF PERSONNEL ACTION (DEPARTMENTAL COPY)</u></p> <p>Dates: 1976- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
600.12	<p><u>LETTERS OF RESIGNATIONS</u></p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: 5th Floor, Basement (City Hall)</p> <p>Recommendation: Retain permanently.</p>
600.13	<p><u>TIME SHEETS (DUPLICATES)</u></p> <p>Dates: 1983- Volume: 1 Cubic Foot Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of copies of departmental employee time sheets maintained by the City's Legal Department. Original time sheets are maintained with the Personnel Department.</p> <p>Recommendation: Retain for two years, then dispose of.</p>
600.14	<p><u>WORKER'S COMPENSATION CASE FILES (ORIGINALS)</u></p> <p>Dates: 1971- Volume: $\frac{1}{2}$ Cubic Foot Annual Accumulation: Negligible Arrangement: Alphabetical by employee Location: 4th & 5th Floor (City Hall)</p> <p>This record series consists of Workmen's Compensation Case Files. These files contain notices of filings of claims, copies of claim reports, applications for adjustments of claims, and any related correspondence. The City's Personnel Department has the earlier years (see Application 90:110, item #23).</p> <p>Recommendation: Retain seven years following settlement of claim, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
600.15	<p data-bbox="280 405 1479 468"><u>WORKER'S COMPENSATION MONTHLY REPORTS OF CLAIMS FROM INSURANCE COMPANIES</u></p> <p data-bbox="280 499 1138 663">Dates: 1964- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p data-bbox="280 688 1474 726">Recommendation: Retain for seven (7) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
700.01	<p data-bbox="578 405 959 499" style="text-align: center;"><u>LEGAL DEPARTMENT</u> <u>PERMITS AND LICENSES</u></p> <p data-bbox="277 564 1141 594"><u>AGREEMENT/PERMIT TO CONNECT TO PRIVATE SEWERS</u></p> <p data-bbox="277 627 1136 789">Dates: 1892-1931 Volume: Negligible Annual Accumulation: None Arrangement: Chronological Location: Basement (City Hall)</p> <p data-bbox="277 821 1019 850">Recommendation: Retain permanently.</p>
700.02	<p data-bbox="277 919 833 949"><u>BARTENDER LICENSES (ORIGINAL)</u></p> <p data-bbox="277 980 1477 1171">Dates: 1974- Volume: 6 Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical by applicant Location: 5th Floor (City Hall); 3rd Floor (Old City Hall) and Basement</p> <p data-bbox="277 1203 1477 1266">This record series includes applications for licenses with attached photo.</p> <p data-bbox="277 1297 1477 1360">Recommendation: Retain for one year following expiration of license, then dispose of.</p>
700.03	<p data-bbox="277 1430 626 1459"><u>EXCAVATION PERMITS</u></p> <p data-bbox="277 1493 1141 1654">Dates: 1931- (only) Volume: Negligible Annual Accumulation: None Arrangement: Chronological Location: Basement (City Hall)</p> <p data-bbox="277 1686 1274 1715">Recommendation: Accumulation may be disposed of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
700.04	<p data-bbox="277 415 570 443"><u>HIGHWAY PERMITS</u></p> <p data-bbox="277 478 1138 638">Dates: 1934- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p data-bbox="277 667 1474 730">Recommendation: Retain for five years following expiration, then dispose of.</p>
700.05	<p data-bbox="277 793 781 821"><u>LIQUOR ESTABLISHMENT FILES</u></p> <p data-bbox="277 856 1373 1024">Dates: 1940- Volume: 16½ Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical by owner Location: Fourth and Fifth Floor City Hall</p> <p data-bbox="277 1052 1479 1150">This record series includes liquor license applications and surety bonds, correspondence, and copies of transcripts of Liquor License Commission hearings (if a violation is reported).</p> <p data-bbox="277 1178 1479 1339">Recommendation: Retain <u>liquor license applications</u> for one year following expiration of license, then dispose of. Retain <u>miscellaneous records</u> for five years after close of business, then dispose of.</p>
700.06	<p data-bbox="277 1402 724 1430"><u>LIQUOR LICENSE RECEIPTS</u></p> <p data-bbox="277 1465 1284 1625">Dates: 1956- Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by license number Location: Basement of City Hall</p> <p data-bbox="277 1654 1479 1717">Recommendation: Retain for one year following expiration, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
700.07	<p data-bbox="277 384 721 415"><u>LIQUOR LICENSE REGISTER</u></p> <p data-bbox="277 449 1317 611">Dates: (1935) Volume: Negligible Annual Accumulation: Obsolete Arrangement: Alphabetical by establishment Location: Basement of City Hall</p> <p data-bbox="277 642 1479 741">Each sheet in register contains names of owner and establishment, address, date of license and bond, amount of bond, if it was sold, to whom, and miscellaneous notations.</p> <p data-bbox="277 772 1479 835">Recommendation: Accumulation may be disposed of provided historical value is complete.</p>
700.08	<p data-bbox="277 894 1295 926"><u>PERMIT TO CITY TO USE PRIVATE PROPERTY FOR PLAYGROUND</u></p> <p data-bbox="277 959 1159 1121">Dates: 1934- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement of City Hall</p> <p data-bbox="277 1152 1479 1281">This record is a permit given to city by the property owner to scrape and grade privately-owned lots for use as playgrounds. Owners state that they are not financially obligated in any manner and may end permit at any time.</p> <p data-bbox="277 1312 1479 1381">Recommendation: Retain for two years after expiration of permit, then dispose of.</p>
700.09	<p data-bbox="277 1440 1479 1503"><u>PERMITS TO MOVE BUILDING, ERECT CHRISTMAS TREE, ETC. FOR BAND CONCERTS, ETC.</u></p> <p data-bbox="277 1537 1159 1698">Dates: 1936- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement of City Hall</p> <p data-bbox="277 1730 1479 1793">This record series consists of typed statements of action by city council.</p> <p data-bbox="277 1824 1479 1885">Recommendation: Retain for two years after expiration of permits, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
700.10	<p data-bbox="277 403 1461 436"><u>PERMIT FOR TEMPORARY USE OF STREETS DURING CONSTRUCTION (COPY)</u></p> <p data-bbox="277 468 1258 630">Dates: 1946- Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by permit number Location: Basement of city Hall</p> <p data-bbox="375 661 1154 695">The original is retained by Public Works.</p> <p data-bbox="277 726 1474 793">Recommendation: Retain until permit expires, then dispose of.</p>
700.11	<p data-bbox="277 856 643 890"><u>SOLICITOR'S PERMITS</u></p> <p data-bbox="277 921 1162 1083">Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement of City Hall</p> <p data-bbox="277 1108 1474 1176">Recommendation: Retain for three years following expiration, then dispose of.</p>
700.12	<p data-bbox="277 1239 1373 1272"><u>SPECIAL EVENTS PERMIT REQUESTS (PARADES, MARATHONS, ETC.)</u></p> <p data-bbox="277 1304 1414 1465">Dates: 1973- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Fifth Floor, Basement of City Hall</p> <p data-bbox="277 1491 1484 1558">Recommendation: Retain for five years following expiration of permit, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
700.13	<u>UTILITY CONSTRUCTION PERMITS</u> Dates: 1947- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement of City Hall Recommendation: Retain for five years following expiration, then dispose of.
700.14	<u>WATER POLLUTION CONTROL PERMITS (EPA)</u> Dates: 1973- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement of City Hall Recommendation: Retain for five years following expiration of permit, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p data-bbox="300 426 1239 457"><u>REAL ESTATE/PROPERTY RECORDS & ANNEKATION RECORDS</u></p> <p data-bbox="66 518 1101 550">800.01 <u>ANNEKATION FILES (ORIGINALS AND DUPLICATES)</u></p> <p data-bbox="277 583 1463 747"> Dates: 1936- Volume: 8½ Cubic Feet Annual Accumulation: ½ Cubic Foot Arrangement: Alphabetical by address Location: Basement, 4th & 5th Floor (City Hall) </p> <p data-bbox="277 774 1477 995"> This record series consists of the City Record Copies of Annexation Records. These files contain all documents related to the annexation of property into the city including: copies of ordinances, petitions for annexation, copies of plats, certificates of annexation, corrections of errors documents (i.e. amended plats, legal descriptions of omissions, etc.) and any related correspondence. </p> <p data-bbox="277 1031 1019 1062">Recommendation: Retain permanently.</p> <p data-bbox="66 1123 1218 1155">800.02 <u>ANNEKATION VACATION OPENINGS (STREET) INDEX CARDS</u></p> <p data-bbox="277 1188 1218 1352"> Dates: 1939- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by location Location: Basement (City Hall) </p> <p data-bbox="277 1383 1019 1415">Recommendation: Retain permanently.</p> <p data-bbox="66 1476 816 1507">800.03 <u>APPRAISALS, OPINION OF VALUE</u></p> <p data-bbox="277 1541 1349 1705"> Dates: 1924- Volume: ½ Cubic Foot Annual Accumulation: Negligible Arrangement: Alphabetical by property Location: 5th Floor, Basement (City Hall) </p> <p data-bbox="375 1732 1474 1764">This record series consists of Appraisals of city property.</p> <p data-bbox="277 1791 1477 1885">Recommendation: Retain for three years following supersedence by new appraisal, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
800.04	<p><u>BILL OF SALE OF PROPERTY</u></p> <p>Dates: 1952 Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: Basement (City Hall)</p> <p>Recommendation: Retain until property is sold, then dispose of.</p>
800.05	<p><u>LAND SURVEY BOOKS (CITY COPY OF RECORD)</u></p> <p>Dates: 1894- Volume: $\frac{1}{2}$ Cubic Foot Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Retain permanently.</p>
800.06	<p><u>PLAT INDEX CARDS</u></p> <p>Dates: 1890- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by location Location: Basement (City Hall)</p> <p>Recommendation: Retain permanently.</p>
800.07	<p><u>PLATS, MAPS, LAND SURVEY BOOKS</u></p> <p>Dates: 1853- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: Basement (City Hall)</p> <p>Recommendation: Retain permanently. Retain <u>copies</u> until administrative use is complete, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
800.08	<p><u>PROPERTY ACQUISITION (REAL ESTATE) FILES (ORIGINALS)</u></p> <p>Dates: 1940- Volume: 38 Cubic Feet Annual Accumulation: 1½ Cubic Feet Arrangement: Alphabetical by project, Numerical by parcel number Location: Basement, 4th & 5th Floor (City Hall)</p> <p>This record series consists of deeds, easements, construction maintenance contracts, options on real estate, acquisition reports, plats, abstracts of titles. closing statements, and any related correspondence for the procurement of property for the city.</p> <p>Recommendation: Retain permanently.</p>
800.09	<p><u>REGISTER OF CITY PROPERTY (REAL ESTATE AND PERSONAL PROPERTY)</u></p> <p>Dates: 1868-1871 Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: Basement (City Hall)</p> <p>Recommendation: Retain permanently.</p>
800.10	<p><u>REGISTER OF DEEDS AND CONTRACTS</u></p> <p>Dates: 1855- Volume: ½ Cubic Foot Annual Accumulation: Negligible Arrangement: Chronological Location: Basement vault (City Hall)</p> <p>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
800.11	<p data-bbox="280 422 1276 457"><u>SALE OF CITY PROPERTY FILES (ORIGINALS & DUPLICATES)</u></p> <p data-bbox="280 489 1276 653">Dates: 1976- Volume: 1 Cubic Foot Annual Accumulation: 3/4 Cubic Feet Arrangement: Alphabetical by address Location: 4th & 5th Floor (City Hall)</p> <p data-bbox="280 682 1479 810">This record series consists of documents retained on the sale of city property (real estate) including: copies of court documents, copies of deeds, liens, Sheriff's deeds (originals), foreclosure worksheets, and any related correspondence.</p> <p data-bbox="280 840 1024 875">Recommendation: Retain permanently.</p>
800.12	<p data-bbox="280 936 854 972"><u>URBAN RENEWAL PROPERTY RECORDS</u></p> <p data-bbox="280 1001 1260 1165">Dates: 1970- Volume: 1½ Cubic Feet Annual Accumulation: Negligible Arrangement: Numerical by parcel number Location: 4th Floor (City Hall)</p> <p data-bbox="280 1194 1471 1260">This record series includes original deeds, title policies, releases, assignment contracts, bills of sale, and appraisals.</p> <p data-bbox="280 1289 1024 1325">Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<u>LEGAL DEPARTMENT</u>
	<u>TAX RECORDS</u>
900.01	<u>AGREEMENT TO PAY SEWER ASSESSMENT</u> Dates: 1930- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement of City Hall Recommendation: Retain for ten years following expiration of agreement, then dispose of.
900.02	<u>ASSESSMENT COMPLAINTS (REAL ESTATE) (CITY COPY OF RECORD)</u> Dates: 1969- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: 4th & 5th Floor (City Hall) This record series consists of Real Estate Assessment Complaint records brought before the County Board of Review by citizens petitioning for exemption from city property taxes and the County Board's final decision in the matter. Recommendation: Retain for two years after settlement of case, then dispose of.
900.03	<u>FIRE DEPARTMENT TAX STATEMENTS (ALSO CALLED INSURANCE TAX STATEMENTS AND REPORT OF FIRE INSURANCE PREMIUMS RECEIVED)</u> Dates: 1933- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement of City Hall Recommendation: Retain for seven years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
900.04	<u>FIRE INSURANCE TAX LEDGERS</u> Dates: 1914-1941 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological Location: Basement of City Hall Recommendation: Accumulation may be disposed of.
900.05	<u>MEMORANDUM OF TAX PAYMENTS</u> Dates: 1899- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement of City Hall Recommendation: Retain for seven years, then dispose of.
900.06	<u>MOTOR FUEL TAX ALLOTMENT NOTICES (RECEIVED FROM I.D.O.T.--ORIGINAL)</u> Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Fifth Floor of City Hall Recommendation: Retain for three years, then dispose of. (Retained in prior years by Public Works, see Item
900.07	<u>SPECIAL ASSESSMENTS LEDGERS (ORIGINALS--ASSESSMENT ROLLS)</u> Dates: 1884- Volume: 32 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Location: Basement of City Hall Recommendation: Retain for seven years following expiration of assessment, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
900.08	<p data-bbox="277 422 1349 453"><u>SPECIAL ASSESSMENT RECORDS (TAX NOTICES, RECEIPTS, ETC.)</u></p> <p data-bbox="277 485 1162 642">Dates: 1920- Volume: 1 Cubic Foot Annual Accumulation: Negligible Arrangement: Chronological Location: Basement of City Hall</p> <p data-bbox="277 674 1479 747">Recommendation: Retain for seven years following expiration of assessment, then dispose of.</p>
900.09	<p data-bbox="277 810 797 842"><u>STATEMENTS OF TAX COLLECTED</u></p> <p data-bbox="277 873 1162 1031">Dates: 1900- Volume: $\frac{1}{2}$ Cubic Foot Annual Accumulation: Negligible Arrangement: Chronological Location: Basement of City Hall</p> <p data-bbox="277 1062 1422 1094">Recommendation: Retain for seven years, then dispose of.</p>
900.10	<p data-bbox="277 1157 756 1188"><u>TAX ANTICIPATION WARRANTS</u></p> <p data-bbox="277 1220 1276 1377">Dates: 1948- Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by warrant number Location: Basement of City Hall</p> <p data-bbox="277 1409 1479 1482">Recommendation: Retain for seven years after payment, then dispose of.</p>
900.11	<p data-bbox="277 1535 984 1566"><u>TAX FORECLOSURE SALE RECORD (LEDGERS)</u></p> <p data-bbox="277 1598 1162 1755">Dates: 1947- Volume: $\frac{1}{2}$ Cubic Foot Annual Accumulation: Negligible Arrangement: Chronological Location: Basement of City Hall</p> <p data-bbox="277 1787 1122 1818">Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
900.12	<p data-bbox="277 426 1474 489"><u>REAL ESTATE TAX EXEMPTION FORMS (FROM ILLINOIS DEPARTMENT OF REVENUE) (ORIGINALS)</u></p> <p data-bbox="277 520 1474 688">Dates: 1944- Volume: 3 Cubic Feet Annual Accumulation: Negligible Arrangement: Numerical by parcel number Location: Basement, 4th & 5th Floor (City Hall)</p> <p data-bbox="277 714 1474 846">This record series consists of tax exemption certificates from the Department of Revenue for all city owned, tax exempt property (i.e. property for roadways) and related copies of tax exempt city property listings.</p> <p data-bbox="277 871 1474 940">Recommendation: Retain for one year after expiration or supersedence, then dispose of.</p>
900.13	<p data-bbox="277 1003 1182 1035"><u>TAX INCREMENT FINANCING (TIF) FILES (ORIGINALS)</u></p> <p data-bbox="277 1066 1279 1224">Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by district Location: 4th & 5th Floor (City Hall)</p> <p data-bbox="277 1255 1474 1413">This record series consists of Tax Increment Financing Files which contain fiscal documents used to indicate the amount of tax monies that are to be returned to specific TIF districts including allotment notices from the Illinois Department of Revenue and various sales tax receipts.</p> <p data-bbox="277 1444 1433 1476">Recommendation: Retain for seven years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
900.14	<p data-bbox="277 428 1062 464"><u>TAX RATE AND LEVY DATA FILES (DUPLICATES)</u></p> <p data-bbox="277 491 1003 625">Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="277 653 1474 779">This record series consists of the Tax Rate and Levy Data Files maintained by the City's Legal Department. Original data (i.e. property assessment information) is retained with the Office of the County Clerk.</p> <p data-bbox="277 806 1386 842">Recommendation: Retain for two years, then dispose of.</p>

ALPHABETICAL LISTING OF RECORDS OF THE LEGAL DEPARTMENT	
RECORD SERIES	ITEM #
ASSIGNMENT OF WAGES (ORIGINALS)	600.02
AUDIT REPORTS (POLICE & FIRE PENSION)	400.08
AUDIT REPORTS (ORIGINALS & DUPLICATES)	400.07
BANKRUPTCY CLAIM FILES (DUPLICATES)	500.01
BARTENDER LICENSES (ORIGINAL)	700.02
BIDS, SPECIFICATIONS, PROPOSALS, & BID BONDS	300.01
BILL OF SALE OF PROPERTY	800.04
BILLING STATEMENTS (DUPLICATES)	400.09
BOARD OF FIRE & POLICE COMMISSIONERS DISCIPLINARY FILES (DUPLICATES)	600.03
BOARD OF SCHOOL INSPECTIONS (RECORD OF PROCEEDINGS)	100.04
BOND ISSUE RECORDS-GENERAL OBLIGATION (TRANSCRIPTS OF MINUTES & PROCEEDINGS, RESOLUTIONS, CERTIFICATES OF ISSUANCE, ETC.)-(ORIGINALS & DUPLICATES)	400.12
BOND REGISTERS	400.15
BOND & COUPON STATEMENTS	400.10
BONDS - INDUSTRIAL REVENUE BOND FILES (ORIGINALS)	400.13
BONDS - CONTRACTOR'S PERFORMANCE & SURETY BONDS (ORIGINALS)	400.11
BONDS - ORDINANCE BONDS	400.14
BUDGET RECORDS (REPORTS, ESTIMATES, & REQUESTS)	400.16
BUILDING, FIRE, & ZONING VIOLATION FILES (CITY RECORD COPIES)	100.05
BUILDING CONDEMNATION FILES (AGENCY RECORD COPY)	500.02
BUSINESS CASE FILES (ECONOMIC OPPORTUNITY)	500.03
C.E.T.A. (COMPREHENSIVE EMPLOYEE TRAINING ACT) RECORDS (GRANTS, FINANCIAL & STATISTICAL RECORDS, SUPPORTING DOCUMENTATION)-DEPARTMENTAL COPIES	400.20
CABLE TV COMPANY FRANCHISE NEGOTIATIONS RECORDS	500.04
CANCELLED CHECKS, DEPOSIT SLIPS, & BANK STATEMENTS	400.17
CAPITAL IMPROVEMENT PLANS	300.02
CASH RECEIPTS	400.18

ALPHABETICAL LISTING OF RECORDS OF THE LEGAL DEPARTMENT	
RECORD SERIES	ITEM #
CERTIFICATE OF SIGNATURE (MAYOR) (ORIGINAL)	100.07
CERTIFICATE OF TENANT REPRESENTATIVE	400.19
CERTIFICATE OF CENSUS FROM SECRETARY OF STATE	100.06
CERTIFICATION OF RECORDING OFFICER	100.08
CERTIFIED MAIL RECEIPTS	100.09
CHANCERY & LAW FILES (CITY RECORD COPIES)	500.05
CHECK STUBS	400.21
CITY COUNCIL COMMITTEE REPORTS (ORIGINALS)	200.08
CITY COUNCIL & COMMITTEE MEETINGS - AGENDAS	200.02
CITY APPOINTMENT FILES (ORIGINALS)	200.06
CITY PROPERTY TAX RECORDS (DUPLICATES)	200.09
CITY CHARTER & PETITION TO CHANGE CHARTER (ORIGINALS)	200.07
CLAIM CASE FILES (AGAINST THE CITY WHICH DO NOT RESULT IN LITIGATION)	500.07
CLAIM CASE FILES (BY & AGAINST THE CITY WHICH RESULT IN LITIGATION)	500.06
CONSTRUCTION RECORDS (STREETS, SEWERS, SIDEWALKS, BRIDGES, ETC.)	300.04
CONSTRUCTION RECORDS (CITY BUILDINGS)	300.03
CONTRACTS & MEMORANDA OF UNDERSTANDING, CONTRACT BONDS	400.22
DATE OF CALL OF COMMITTEE MEETINGS	200.10
DECLARATION OF RESULTS OF ELECTION BY CITY ELECTION BOARD, ABSTRACT & STATEMENT OF VOTES (COUNTY COURT RECORDS)	100.10
DEMOLITION CONTRACTS (ORIGINALS)	400.23
DEMOLITION & FORECLOSURE CASE FILES (ORIGINALS & DUPLICATES)	500.08
EQUIPMENT FILES (OPERATION MANUALS, SERVICE ORDERS, WARRANTIES, ETC.)	100.11
EXCAVATION PERMITS	700.03
FAIR HOUSING CASE FILES (ORIGINALS)	500.09
FEDERAL LITIGATION CASE FILES	500.10

ALPHABETICAL LISTING OF RECORDS OF THE LEGAL DEPARTMENT	
RECORD SERIES	ITEM #
FEDERAL LITIGATION CASE FILES	500.10
FIRE DEPARTMENT TAX STATEMENTS (ALSO CALLED INSURANCE TAX STATEMENTS & REPORTS OF FIRE INSURANCE PREMIUMS RECEIVED)	900.03
FIRE INSURANCE TAX LEDGERS	900.04
FIVE-YEAR STREET PROGRAM PLAN	300.05
FRANCHISE AGREEMENTS WITH CABLE COMPANY, UTILITY COMPANY, ETC.	200.11
FREEDOM OF INFORMATION REQUESTS & DENIALS (ORIGINALS)	100.12
GENERAL LEDGERS & JOURNAL SHEETS, WARRANT REGISTERS (ORIGINALS)	400.24
GOVERNMENT CENSUS REPORTS	100.13
GRANT RECORDS (INCLUDES APPLICATIONS, GRANT MONITORING SUPPORT DOCUMENTATION) (ORIGINALS FOR ALL CITY DEPARTMENTS)	400.25
GRANT FILES FOR URBAN RENEWAL PROJECTS (DUPLICATES)	400.26
GRIEVANCE FILES (ORIGINALS)	600.04
HIGHWAY PERMITS	700.04
ILLINOIS COMMERCE COMMISSION RECORDS (CITY COPY)	500.11
INSPECTION REPORTS	100.14
INSURANCE PREMIUM AUDIT STATEMENTS	100.17
INSURANCE POLICIES	100.16
INSURANCE CERTIFICATES & RECORDS	100.15
INVENTORIES OF EQUIPMENT & SUPPLIES	100.18
INVESTIGATIONS/COMPLAINTS--PREVAILING WAGE DISPUTES, DISCRIMINATION BY CITY-CONTRACTED BUSINESS, ETC.	500.12
JOINT POLE AGREEMENTS	100.19
LABOR NEGOTIATION FILES (INCLUDES ORIGINAL COLLECTIVE BARGAINING AGREEMENTS, NEGOTIATION RECORDS, & DUPLICATE GRIEVANCE RECORDS)	500.13
LAND SURVEY BOOKS (CITY COPY OF RECORD)	800.05
LEGAL OPINIONS	500.15

ALPHABETICAL LISTING OF RECORDS OF THE LEGAL DEPARTMENT	
RECORD SERIES	ITEM #
LEGAL CASE FILES--LAWSUITS, CLAIMS AGAINST & BY CITY, ETC.	500.14
LETTERS OF RESIGNATIONS	600.12
LIEN FILES (ORIGINALS & DUPLICATES)	400.27
LIQUOR ESTABLISHMENT FILES	700.05
LIQUOR COMMISSION HEARING FILES (ORIGINALS)	100.20
LIQUOR LICENSE RECEIPTS	700.06
LIQUOR LICENSE REGISTER	700.07
LIST OF WEED NOTICES MAILED	100.22
LIST OF CITY OFFICIALS	100.21
MANAGEMENT LETTER	100.23
MEMORANDUM OF TAX PAYMENTS	900.05
MINUTES & PROCEEDINGS (OF CITY COUNCIL MEETINGS, COMMITTEE MEETINGS, ETC.) (ORIGINALS & DUPLICATES)	200.12
MONTHLY CITY CLERK'S REPORTS (ORIGINALS)	200.13
MONTHLY REPORTS TO CITY COUNCIL (CITY TRANSIT AUTHORITY)	200.14
MONTHLY TREASURER'S REPORTS	400.28
MOTIONS (TO CITY COUNCIL) (ORIGINALS)	200.15
MOTOR VEHICLE TRAFFIC ACCIDENT REPORTS (COPIES RECEIVED FROM THE POLICE DEPARTMENT)	100.24
MOTOR FUEL TAX ALLOTMENT NOTICES (RECEIVED FROM I.D.O.T.) (ORIGINALS)	900.06
NEWSPAPER PUBLICATIONS & CERTIFICATIONS (ORIGINALS)	100.25
NOMINATION PETITIONS & STATEMENTS OF CANDIDACY	100.26
NOTICE OF COMPLETION & ACCEPTANCE OF IMPROVEMENT FROM I.D.O.T.	300.06
NOTICE OF COMPLETION OF PROBATIONARY PERIOD	600.05
NOTICE OF APPLICATION FOR N.P.D.E.S. PERMIT	100.27
NOTICES & CLAIMS FOR DAMAGES (REPORTS OF DAMAGE TO CITY PROPERTY)	500.16
OFFICIAL'S OATHS, BONDS, & APPOINTMENTS (ORIGINALS FOR ALL CITY OFFICIALS)	600.06

ALPHABETICAL LISTING OF RECORDS OF THE LEGAL DEPARTMENT	
RECORD SERIES	ITEM #
ORDINANCES - ACCEPTANCE OF	200.01
ORDINANCE CITATIONS & COMPLAINTS (CLERK'S COPY)	100.28
ORDINANCES (ORIGINALS & DUPLICATES)	200.16
PAID BILLS & BILLING STATEMENTS (DEPARTMENT COPY)	400.29
PAYROLL TIME BOOK (PAYROLL RECORDS NOW MAINTAINED BY CITY TREASURER)	600.08
PAYROLL REPORTS-COMPUTER PRINTOUTS FROM FINANCE DEPARTMENT FOR LEGAL DEPARTMENT EMPLOYEES	600.07
PAYROLL WORKSHEETS FOR ALDERMEN	600.09
PERMIT FOR TEMPORARY USE OF STREETS DURING CONSTRUCTION (COPIES)	700.10
PERMIT TO CITY TO USE PRIVATE PROPERTY FOR PLAYGROUND	700.08
PERMITS TO MOVE BUILDING, ERECT CHRISTMAS TREE, ETC. FOR BAND CONCERTS, ETC.	700.09
PERSONAL INJURY LAWSUITS FILED AGAINST THE CITY (ORIGINALS & DUPLICATES)	500.17
PERSONNEL FILES (FOR THE EMPLOYEES OF THE LEGAL DEPARTMENT)	600.10
PETITIONS TO LOCAL BOARD OF IMPROVEMENTS	200.18
PETITIONS & COMMUNICATIONS TO CITY COUNCIL	200.17
PETTY CASH SLIPS	400.30
PHOTOGRAPHIC RECORDS	100.29
PLAT INDEX CARDS	800.06
PLATS, MAPS, LAND SURVEY BOOKS	800.07
PROCEEDINGS--LOCAL BOARD OF IMPROVEMENTS	200.19
PROMISSORY NOTES	400.31
PROPERTY ACQUISITION (REAL ESTATE) FILES (ORIGINALS)	800.08
PURCHASE ORDERS & REQUISITIONS FOR THE PROCUREMENT OF GOODS & SERVICES FOR THE LEGAL DEPARTMENT (ORIGINALS MAINTAINED BY THE FINANCE DEPARTMENT)	400.32
RAILROAD PROPERTY LICENSE AGREEMENTS	100.30
REAL ESTATE TAX EXEMPTION FORMS (FROM ILLINOIS DEPARTMENT OF REVENUE) (ORIGINALS)	900.12

ALPHABETICAL LISTING OF RECORDS OF THE LEGAL DEPARTMENT	
RECORD SERIES	ITEM #
REFERRALS FROM CITY COUNCIL TO APPROPRIATE COMMITTEE, DEPARTMENT, ETC.	200.20
REGISTER OF DEEDS & CONTRACTS	800.10
REGISTER OF CITY PROPERTY (REAL ESTATE & PERSONAL PROPERTY)	800.09
REPORT OF COSTS (CONSTRUCTION OF SEWERS) OF GOODS	400.33
REPORT OF PERSONNEL ACTION (DEPARTMENTAL COPY)	600.11
REQUESTS/PETITIONS FOR STREET LIGHTS	200.21
RESEARCH FILES	100.31
RESOLUTIONS	200.22
SALE OF CITY PROPERTY FILES (ORIGINALS & DUPLICATES)	800.11
SALT LOAD TICKETS	100.32
SCRAP BOOKS	100.33
SMALL CLAIMS COURT CASE FILES (DUPLICATES)	500.18
SOLICITOR'S PERMITS	700.11
SPECIAL ASSESSMENT LEDGERS (ORIGINALS - ASSESSMENT ROLLS)	900.07
SPECIAL ASSESSMENT RECORDS (TAX NOTICES, RECEIPTS, ETC.)	900.08
SPECIAL EVENTS PERMIT REQUESTS (PARADES, MARATHONS, ETC.	700.12
STATEMENT OF TAX COLLECTED	900.09
STATEMENTS OF ACCOUNT (TRUST FUND) (ORIGINALS)	400.34
STREET LIGHT REPORTS (MONTHLY REPORTS)	100.35
STREET GRADE BOOKS	100.34
STUDIES & SURVEY REPORTS (PRIVATE CONSULTANT, LOCAL, STATE, & FEDERAL)--REPORT OF WATER SUPPLY, ENGINEERING REPORTS, ETC.	100.36
TABULATION OF BIDS	300.07
TAX RATE & LEVY DATA FILES (DUPLICATES)	900.14
TAX ANTICIPATION WARRANTS	900.10
TAX FORECLOSURE SALE RECORDS (LEDGERS)	900.11

ALPHABETICAL LISTING OF RECORDS OF THE LEGAL DEPARTMENT	
RECORD SERIES	ITEM #
TAX INCREMENT FINANCING (TIF) FILES (ORIGINALS)	900.13
TIME SHEETS (DUPLICATES)	600.13
TRAFFIC COUNT DOCKETS - COMPUTER PRINTOUTS FROM CIRCUIT CLERK	500.20
TRAFFIC VIOLATION CASE FILES (ORIGINALS & DUPLICATES)	500.19
UNPAID SIDEWALK BILLINGS	400.35
URBAN RENEWAL PROPERTY RECORDS	800.12
UTILITY CONSTRUCTION PERMITS	700.13
VACATION OF STREETS & ROADWAYS CASE FILES	500.21
VEHICLE PURCHASE RECORDS	100.37
VETOES	200.23
WATER POLLUTION CONTROL PERMITS (EPA)	700.14
WEED COMPLAINTS	100.38
WORKER'S COMPENSATION CASE FILES (ORIGINALS)	600.14
WORKER'S COMPENSATION MONTHLY REPORTS OF CLAIMS FROM INSURANCE COMPANIES	600.15
ZONING LAWSUIT CASES	500.22

State of Illinois
Local Records Commission
Archives Building
Springfield, Illinois 62756
217/782-7075

Application No. 90:109

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

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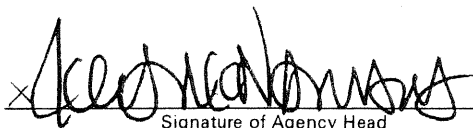
COUNTY WINNEBAGO CITY ROCKFORD

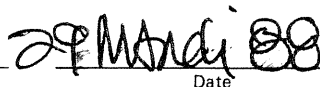
AGENCY City of Rockford - Mayor's Office

ADDRESS 425 East State Street

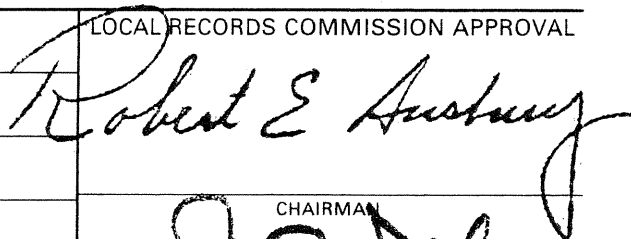
PHONE / /

I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm copies will be made in accordance with standards of the Local Records Commission and will be adequate substitutes for the original records.

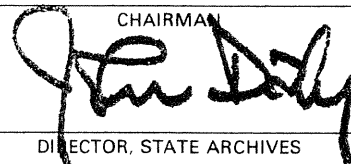

Signature of Agency Head


Date

LOCAL RECORDS COMMISSION APPROVAL



CHAIRMAN



DIRECTOR, STATE ARCHIVES

MAY 1, 1990

DATE

ITEM NO. DESCRIPTION OF RECORD SERIES

Records listed on this application may be disposed of:

- after their individual retention period is complete,
- 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,
- if they are correctly listed on a Records Disposal Certificate submitted to and approved by the appropriate Local Records Commission.

Any record on this application may be microfilmed and the record disposed of if the record is microfilmed in accordance with the standards of the Local Records Commission Rules and if the film is retained for the prescribed retention period. Disposal of records after microfilming must be noted on the Records Disposal Certificate.

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDSAPPLICATION NO. 90:109Page 2 of 3 Pages.

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p style="text-align: center;"><u>CITY OF ROCKFORD</u> <u>OFFICE OF THE MAYOR</u></p>
1.	<p><u>ADMINISTRATIVE FILES</u></p> <p>Dates: 1961 - Volume: 48 cu. ft. Annual Accumulation: 7 cu. ft. Arrangement: By subject</p> <p>This record series consists of correspondence with the various departments of the city, unions, various boards and commissions, citizens groups, private and government agencies, businesses, etc. along with copies of reports from the various city departments, agencies, etc.</p> <p>Recommendation: Retain in the office for one year, then dispose of all records no longer possessing any further legal, fiscal, historical, or administrative value.</p>
2.	<p><u>FISCAL ADMINISTRATION FILES (duplicates)</u></p> <p>Dates: 1981 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of duplicate purchase orders, requisitions, disbursement records, and stamps used/mailling records.</p> <p>Recommendation: Retain for two years, then dispose of.</p>
3.	<p><u>FREEDOM OF INFORMATION ACT REQUESTS AND DENIALS (originals)</u></p> <p>Dates: 1984 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of federal "Freedom of Information Act" request and denial forms.</p> <p>Recommendation: Retain in the office for ten years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

90:109

APPLICATION NO.

(CONTINUATION SHEET)

Page 3 of 3 Pages.

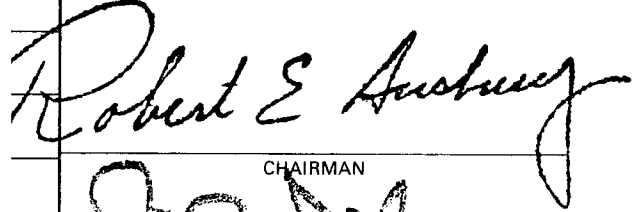
ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
4.	<p data-bbox="240 420 683 451"><u>PERSONNEL FILES (duplicates)</u></p> <p data-bbox="240 484 778 609">Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name</p> <p data-bbox="240 646 1404 768">This record series consists of duplicate performance evaluations and duplicate reports of all pay changes for the various department heads of the city. Original copies of these items are maintained by the Personnel Office.</p> <p data-bbox="240 808 1417 868">Recommendation: Retain for five years after termination of employment, then dispose of.</p>
5.	<p data-bbox="240 936 727 967"><u>UNSOLICITED RESUMES (originals)</u></p> <p data-bbox="240 1000 743 1125">Dates: 1981 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="240 1162 1417 1255">This record series consists of unsolicited resumes received by the Mayor from individuals interested in being appointed to various boards and committees, etc. along with any related correspondence.</p> <p data-bbox="240 1292 1139 1324">Recommendation: Retain for one year, then dispose of.</p>
6.	<p data-bbox="240 1388 564 1419"><u>VOUCHERS (duplicates)</u></p> <p data-bbox="240 1452 743 1576">Dates: 1981 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="240 1614 1369 1674">This record series consists of duplicate travel and weekly expense vouchers.</p> <p data-bbox="240 1711 1139 1742">Recommendation: Retain for one year, then dispose of.</p>

RITY TO
ORDS

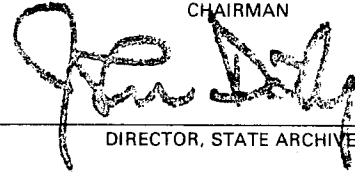
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RM/M RM-9

LOCAL RECORDS COMMISSION APPROVAL



CHAIRMAN

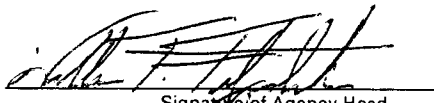


DIRECTOR, STATE ARCHIVES

APR 03, 1990

DATE

I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm copies will be made in accordance with standards of the Local Records Commission and will be adequate substitutes for the original records.



Signature of Agency Head
William T. Fitzpatrick
Chief of Police

1-26-89

Date

ITEM NO.

DESCRIPTION OF RECORD SERIES

Records listed on this application may be disposed of:

- after their individual retention period is complete,
- 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,
- if they are correctly listed on a Records Disposal Certificate submitted to and approved by the appropriate Local Records Commission.

Any record on this application may be microfilmed and the record disposed of if the record is microfilmed in accordance with the standards of the Local Records Commission Rules and if the film is retained for the prescribed retention period. Disposal of records after microfilming must be noted on the Records Disposal Certificate.

This application supersedes applications 86:86, 83:480, and 83:490.

78901

*Sample document was submitted for this item.

90:71
Original to
Tina Delam - Chief's
Office
Copy sent to
Shirley Mitchell
Records Office

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Winnebago County
Rockford Police Department
Application #90:71

Records	Items	Pages
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APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p data-bbox="459 470 1032 499"><u>ADMINISTRATIVE SERVICES BUREAU</u></p> <p data-bbox="613 535 878 564"><u>ADMINISTRATION</u></p> <p data-bbox="367 567 1127 596"><u>Administrative and Miscellaneous Records</u></p> <p data-bbox="50 663 164 690">100.01</p> <p data-bbox="261 663 1419 724"><u>APPLICATION(S) FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND DISPOSAL CERTIFICATES (ORIGINALS)</u></p> <p data-bbox="261 760 980 890">Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 926 938 955">Recommendation: Retain permanently.</p> <p data-bbox="50 1022 164 1050">100.02</p> <p data-bbox="261 1022 1451 1083"><u>ADMINISTRATIVE AND MISCELLANEOUS CORRESPONDENCE (AGENCY RECORD COPIES)</u></p> <p data-bbox="261 1119 1170 1249">Dates: 1975 - Volume: 8 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Alphabetical by subject</p> <p data-bbox="261 1276 1451 1499">Included in this record series is internal correspondence received and generated by the Administrative Office, memos relating to policies and procedures, message slips, correspondence and memos to and from other city offices, correspondence with equipment vendors, correspondence with other law enforcement agencies and the news media requesting information, etc.</p> <p data-bbox="261 1535 1451 1627">Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative, fiscal, legal, or historical value.</p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.03	<u>BIDS, SPECIFICATIONS, AND PROPOSALS (duplicates)</u> Dates: 1978 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject The originals are retained by the City's Purchasing Department. Recommendation: Retain until all administrative and fiscal value has expired, then dispose of.
100.04	<u>EQUIPMENT FILES (AGENCY RECORD COPIES)</u> Dates: 1970 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject These files include service orders, warranties, copies of purchase orders, etc. for all equipment maintained by the Police Department. Recommendation: Dispose of when the equipment is sold, traded, or junked.
100.05	<u>EQUIPMENT ISSUE RECORDS (AGENCY RECORD COPIES)</u> Dates: 1977 - Volume: 1 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological This record series serves as an inventory of equipment that is issued to each officer. Recommendation: Retain for one year following the return of the equipment, then dispose of.

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 90:71Page 4 of 95 Pages.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.06	<p><u>EQUIPMENT ISSUE LOGS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This log shows to whom each piece of equipment is assigned.</p> <p>Recommendation: Retain for one year following the return of the equipment, then dispose of.</p>
100.07	<p><u>FAULTY EQUIPMENT REPAIR NOTICES (ORIGINALS)</u></p> <p>Dates: 1987 - Volume: 1 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Numerical by vehicle/equipment number</p> <p>A copy of this notice (which serves as a repair order) is also maintained in the City's Public Works Department garage.</p> <p>Recommendation: Retain for sixty days following completion of the work, then dispose of.</p>
100.08	<p><u>F.C.C. RADIO LICENSE (AGENCY RECORD COPIES)</u></p> <p>Dates: 1972 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two years after the expiration of the license, then dispose of.</p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDSAPPLICATION NO. 90:71

(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.09	<p><u>FREEDOM OF INFORMATION REQUESTS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1985 - Revised by The Local Volume: 1/4 cu. ft. Records Commission 8/11/99 Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series includes both accepted and denied Freedom of Information Requests and any related documents.</p> <p>Recommendation: Retain for ten years, then dispose of. SEE BOTTOM OF PAGE FOR NEW RETENTION</p>
100.10	<p><u>IMMIGRATION BACKGROUND CHECKS</u></p> <p>Dates: 1982 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of a letter stating the results of background checks, copies visas or documents verifying name of the individual, the date of birth, the country of origin, etc.</p> <p>Recommendation: Retain for one year, then dispose of.</p>
100.11	<p><u>INTERNAL INVESTIGATIONS FILES (ORIGINALS)</u></p> <p>Dates: 1980 - Volume: 6 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological</p> <p>These files contain records of complaints filed against officers, witness statements, investigator's notes, investigation reports, and the final findings of the investigation. Internal Affairs also maintains a copy on file (see Items 122.01 and 122.02).</p> <p>Recommendation: Retain for five years following completion of the investigation, then dispose of.</p>
100.09	<p><u>FREEDOM OF INFORMATION REQUESTS</u></p> <p>Recommendation: Retain for two years from the date of filing, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.12	<u>KEY ASSIGNMENTS (ORIGINALS)</u> Dates: 1984 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject This record series consists of a list of persons assigned keys and the key numbers. Recommendation: Retain for two years following update of list, then dispose of.
100.13	<u>PROPERTY CONTROL INVENTORY (ON PERSONAL COMPUTER) (ORIGINALS)</u> Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical This record series consists of the Department's property control inventory maintained on computer for all equipment i.e cars, typewriters, weapons, radar units, etc. issued by the Department. Clothing inventory records are not included in this record series. Recommendation: Retain data for three years, then dispose of.
100.14	<u>PROPERTY CONTROL INVENTORIES OF EQUIPMENT AND SUPPLIES</u> Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological A computerized property inventory is also retained by the agency (see Item 100.12). Recommendation: Retain for two years after superseded by a new inventory, then dispose of.

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00.15

RULES AND REGULATIONS OF THE POLICE DEPARTMENT

Dates: 1975 -
Volume: 1/2 cu. ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by subject

This is the official copy of all department rules and regulations, which may used by the agency in disciplinary hearings, civil suits against a member of the department, as well as far the daily operation of the department.

Recommendation: Retain one copy permanently.

00.16

STUDIES AND SURVEYS BY LOCAL GOVERNMENT AGENCIES, STATE AGENCIES, FEDERAL AGENCIES, AND PRIVATE CONSULTANTS

Dates: 1968 -
Volume: 1 cu. ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

Most of these records are copies (the agency record copies are maintained by the Research and Development Office). Included are studies of procedures from other police departments and state and federal law enforcement agencies, surveys commissioned by the city of Rockford (some are by the police department or other city departments). Also included are studies regarding Rockford which were undertaken by private concerns who provided the police department with copies.

Recommendation: Retain one copy permanently of original reports. Retain other copies until all administrative use is complete, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.17	<p data-bbox="266 422 607 449"><u>TELEPHONE MESSAGES</u></p> <p data-bbox="266 485 990 617">Dates: 1975 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="266 648 1461 745">This record series consists of general messages received by telephone for instance on appointments for meetings, personal messages, calls from citizens and other agencies, etc.)</p> <p data-bbox="266 777 1308 808">Recommendation: Retain for two years, then dispose of.</p>
100.18	<p data-bbox="266 842 951 869"><u>VEHICLE FILES (AGENCY RECORD COPIES)</u></p> <p data-bbox="266 905 1255 1037">Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by vehicle number</p> <p data-bbox="266 1068 1461 1165">These files contain titles and vehicle registration cards for department owned motor vehicles, and vehicle purchase information.</p> <p data-bbox="266 1197 1461 1260">Recommendation: Retain until the vehicle is sold, traded, or junked, then dispose of.</p>
100.19	<p data-bbox="266 1325 1101 1352"><u>VEHICLE REPAIR ORDERS (AGENCY RECORD COPIES)</u></p> <p data-bbox="266 1388 990 1520">Dates: 1978 - Volume: 10 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological</p> <p data-bbox="266 1551 1461 1614">The originals are retained by the city Public Works Department.</p> <p data-bbox="266 1646 1289 1680">Recommendation: Retain for one year, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p data-bbox="462 430 1036 457"><u>ADMINISTRATIVE SERVICES BUREAU</u></p> <p data-bbox="617 493 885 556"><u>ADMINISTRATION</u> <u>Fiscal Records</u></p>
101.01	<p data-bbox="267 619 966 651"><u>BUDGET RECORDS (AGENCY RECORD COPIES)</u></p> <p data-bbox="267 682 982 814">Dates: 1970 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="267 846 1453 940">This record series contains budget reports, departmental budget requests, and support documentation. The original records are submitted to the City Council.</p> <p data-bbox="267 972 1339 1003">Recommendation: Retain for seven years, then dispose of.</p>
101.02	<p data-bbox="267 1077 1453 1140"><u>CASH RECEIPTS, PURCHASE ORDERS AND REQUISITIONS (COPIES), PAID BILLS (COPIES)</u></p> <p data-bbox="267 1171 1388 1304">Dates: 1974 - Volume: 16 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Numerical by purchase order number</p> <p data-bbox="267 1335 1307 1367">Recommendation: Retain for two years, then dispose of.</p>
101.03	<p data-bbox="267 1430 1291 1461"><u>CONTINGENCY FUND (PETTY CASH) RECORDS - WEEKLY REPORTS</u></p> <p data-bbox="267 1493 982 1625">Dates: 1984 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="267 1656 1453 1751">The original contingency fund/petty cash receipts and a copy of the weekly reports are sent to the city Finance Department.</p> <p data-bbox="267 1782 1307 1814">Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
101.4	<p data-bbox="269 422 1458 485"><u>GRANT APPLICATIONS AND SUPPORTING DOCUMENTATION (I.L.E.C., etc.)</u> <u>(ORIGINALS AND DUPLICATES)</u></p> <p data-bbox="269 520 1141 653">Dates: 1971 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by grant</p> <p data-bbox="269 684 1458 905">This record series consists of grant applications and supporting documentation (i.e. grant monitoring reports, copies of checks, paid bills, and ledger sheets to support claims). The original records are for grants applied for directly by police department. Grant records for which the City Finance Department applied for on behalf of the Police Department are duplicates.</p> <p data-bbox="269 940 1458 1066">Recommendation: Retain original records for three years following completion of final program year audit, then dispose of. Retain duplicate records for the life of the program, then dispose of.</p>

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	<p data-bbox="467 420 1039 451"><u>ADMINISTRATIVE SERVICES BUREAU</u></p> <p data-bbox="475 483 1031 550"><u>ADMINISTRATION</u> <u>Payroll and Personnel Records</u></p>
102.01	<p data-bbox="267 613 1006 644"><u>ABSENTEE NOTICES (AGENCY RECORD COPIES)</u></p> <p data-bbox="267 676 990 806">Dates: 1982 - Volume: 2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological</p> <p data-bbox="267 837 1461 903">The originals are retained by the city Personnel Department.</p> <p data-bbox="267 934 1312 966">Recommendation: Retain for two years, then dispose of.</p>
102.02	<p data-bbox="267 1033 1461 1064"><u>INDIVIDUAL SALARY RECORDS (PAYROLL BOOKS) (AGENCY RECORD COPIES)</u></p> <p data-bbox="267 1096 1201 1226">Dates: 1940 - Volume: 10 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by employee</p> <p data-bbox="267 1257 1461 1354">Recommendation: Retain for 60 years following termination of employment or until 78th birthday (whichever occurs first), then dispose of.</p>
102.03	<p data-bbox="267 1390 1120 1421"><u>LAW ENFORCEMENT PERSONNEL ROSTERS (ORIGINALS)</u></p> <p data-bbox="267 1453 990 1583">Dates: 1985 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="267 1614 1461 1732">This record series consists of semiannual computer printouts listing all law enforcement personnel employed by the City of Rockford. The following information is listed for each officer: name, rank, social security number, and date of</p>

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	<p>appointment. Also included are the total number of sworn officers, sergeants, lieutenants, captains, and chiefs; totals of those retired or killed in the line of duty, etc.</p> <p><u>Application 86:86, Item #82 superseded to relocate on new retention schedule. No change in retention.</u></p> <p>Recommendation: Retain for two years, then dispose of.</p>
102.04	<p><u>MONTHLY, SEMIANNUAL, AND ANNUAL SICK LEAVE REPORTS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1966 - Volume: 4 1/2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological</p> <p>This record series consists of monthly, semiannual, and annual computer generated sick leave reports for all sworn officers of the Rockford Police Department. The reports list each officer's name and the total amount of sick time that each has taken for the period covered by the report.</p> <p>Recommendation: Retain for two years, then dispose of.</p>
102.05	<p><u>PAYROLL TIME RECORD*</u></p> <p>Dates: 1982 - Volume: 4 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological</p> <p>These reports are completed daily and shows the time each officer came on duty and went off duty (time in and time out).</p> <p>Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
102.06	<p data-bbox="269 422 857 447"><u>PAYROLL TIME SHEETS (ORIGINALS)</u></p> <p data-bbox="269 485 987 611">Dates: 1968 - Volume: 24 cu. ft. Annual Accumulation: 1 1/2 cu. ft. Arrangement: Alphabetical</p> <p data-bbox="269 646 1463 772">This record series consists of time cards for all nonsworn personnel of the Police Department. All information listed on the cards is transferred to the payroll reports, which are sent to the Payroll Division of the Finance Department.</p> <p data-bbox="269 779 1463 835"><u>Application 86:86, Item #78 superseded to relocate on new retention schedule. No change in retention.</u></p> <p data-bbox="269 873 1312 898">Recommendation: Retain for two years, then dispose of.</p>
102.07	<p data-bbox="269 972 1352 997"><u>PAYROLL TRANSMITTAL UPDATE REPORTS (AGENCY RECORD COPIES)</u></p> <p data-bbox="269 1035 987 1161">Dates: 1982 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="269 1197 1463 1381">These computer printouts are generated by the city Finance Department and are used to process the payroll. The Finance Department retains the official payroll records for all city employees, see item 500.02 (Employee Payroll Administration Files) of the Finance Department's Application for Authority to Dispose of Local Records.</p> <p data-bbox="269 1419 1463 1507">Recommendation: Retain for one year, then dispose of all records no longer possessing any further administrative, legal, or fiscal value.</p>

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102.08	<p data-bbox="269 394 1224 426"><u>PERSONNEL FILES OF NONSWORN PERSONNEL (DUPLICATES)</u></p> <p data-bbox="269 457 1208 590">Dates: 1970 - Volume: 6 1/2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Alphabetical by employee</p> <p data-bbox="269 621 1468 909">This record series consists of duplicate personnel files for nonsworn personnel of the Police Department. Documents typically contained within the files include: applications for employment, copies of birth certificates, information on education and training of the employee, copies of criminal history background checks, classification change notices, performance evaluations, any related correspondence (i.e. letters of appointment, letters, of resignation, letters of recommendation, etc.) and copies of job audit reports.</p> <p data-bbox="269 909 1468 1035">Original nonsworn personnel files are maintained by the city's Personnel Department as per Item #20 of the Personnel Department's Application for Authority to Dispose of Local Records.</p> <p data-bbox="269 1035 1468 1098"><u>Application 86:86, Item #80 superseded to relocate on new retention schedule.</u></p> <p data-bbox="269 1129 1468 1192">Recommendation: Retain for five years after termination of employment, then dispose of.</p>
102.09	<p data-bbox="269 1262 1166 1293"><u>PERSONNEL FILES OF SWORN PERSONNEL (ORIGINALS)*</u></p> <p data-bbox="269 1325 1208 1457">Dates: 1900 - Volume: 24 1/2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Alphabetical by employee</p> <p data-bbox="269 1488 1468 1898">This record series consists of the official personnel files for all sworn officers of the Rockford Police Department. Documents typically contained within the files include: applications for employment, copies of birth certificates, information on education received by the employee, criminal history background checks, letters of appointment, personnel action forms (for classification changes, change of name, change of address, salary increases or reduction of salary, etc.) notices of any special awards received, certificates noting the completion of any training, benefits reconciliation forms showing accrued vacation and sick time at time of separation and total gross benefits for said accrued time*, certification for retirement forms, copies of any grievances filed, evaluations,</p>

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	<p>records of physical exams, I.D. photos (if applicable), and any related correspondence.</p> <p><u>Application 86:86, Item #79 superseded to relocate on new retention schedule. No change in retention.</u></p> <p>Recommendation: Retain payroll and salary history records (i.e. records showing date of hire and termination, records of classification changes, record of changes in salary, records of name changes, certification for retirement forms, designation of beneficiary forms etc.) of terminated employees for sixty (60) years or until terminated employee's seventy-eight (78) birthday, whichever occurs first, then dispose of. If the employee has not retired by age seventy-eight (78), retain individual earnings records for ten (10) years after termination of employment, then dispose of. Retain all other documents for five years after termination of employment, then dispose of.</p>
102.10	<p><u>SENIORITY LISTS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five years after superseded by new list, then dispose of.</p>
102.11	<p><u>TIME EARNED RECORDS (ALSO KNOWN AS T.C. EARNED SLIPS, REQUESTS FOR T.C AND OVERTIME EARNED SLIPS) (AGENCY RECORD COPIES)*</u></p> <p>Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These files include requests to liquidate time accrued (T.C. request), time earned slips (T.C. earned), and overtime cards.</p> <p>Recommendation: Retain for two years, then dispose of.</p>

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	<p data-bbox="461 422 1036 457"><u>ADMINISTRATIVE SERVICES BUREAU</u></p> <p data-bbox="613 489 883 554"><u>ADMINISTRATION</u> <u>Reports</u></p> <p data-bbox="50 611 1284 653">103.01 <u>EMPLOYEE TOTALS REPORTS (CIVILIAN AND SWORN PERSONNEL)</u></p> <p data-bbox="256 678 980 810">Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 842 1451 936">This record series consist of a monthly payroll report showing the total number of employees employed by the Police Department.</p> <p data-bbox="256 968 1300 1010">Recommendation: Retain for two years, then dispose of.</p> <p data-bbox="45 1062 1224 1104">103.02 <u>ANNUAL CRIME INDEX SUMMARIES (AGENCY RECORD COPIES)</u></p> <p data-bbox="251 1129 976 1262">Dates: 1966 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="248 1293 1451 1524">This record series consists of annual crime index summaries maintained by the Rockford Police Department. The reports show annual statistical breakdowns on the the total number of cases, number of cases solved, total arrests, percentage of adults arrested, percentage of juveniles arrested, etc. for crimes such as rape, theft, assault, murders, etc. along with summaries of calls received and case status summaries.</p> <p data-bbox="248 1549 1390 1591">Recommendation: Retain one copy of each report permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
103.03	<p><u>AUDITRON REPORTS (PHOTOCOPIER USE REPORTS)</u></p> <p>Dates: 1977 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of monthly reports documenting the usage of the department's copy machine(s).</p> <p>Recommendation: Retain for two years, then dispose of.</p>
103.04	<p><u>FALSE ALARM REPORTS (ORIGINALS)</u></p> <p>Dates: 1980 - Volume: 6 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological</p> <p>This record series consists of false alarm reports and actual burglar alarm reports for businesses and residences in the City of Rockford. Information contained in the reports includes the name of the business or resident, the address, date and time the alarm went off, whether the alarm was actual or false, and the cause of the alarm being set off.</p> <p><u>Application 86:86, Item #19 superseded to relocate on new retention schedule. No change in retention.</u></p> <p>Recommendation: Retain for three years, then dispose of.</p>
103.05	<p><u>LOST LICENSE PLATE REPORTS (AGENCY RECORD COPIES)*</u></p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of copies of letters sent to the Secretary of State by the Chief of Police certifying that the department has received a report of a lost or stolen license plate(s) from a citizen. The letters state the vehicle owner's name, address, license plate number and the date the report was filed with the department.</p> <p>Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
103.06	<p><u>MONTHLY ACTIVITY REPORTS (ORIGINALS)</u></p> <p>Dates: 1986 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of monthly activity reports which summarize the total hours worked by officers, service calls made, tickets issued, cases assigned, cases cleared, etc. by the Rockford Police Department. The statistics contained in these reports are summarized in the department's Annual Reports (see item 130.02 of this application).</p> <p><u>Application 86:86, Item #23 superseded to relocate on new retention schedule. No change in retention.</u></p> <p>Recommendation: Retain for two years, then dispose of.</p>
103.07	<p><u>MONTHLY CRIME INDEX SUMMARIES (AGENCY RECORD COPIES)</u></p> <p>Dates: 1966 - Volume: 1 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of monthly crime index summaries maintained by the Rockford Police Department. The reports consist of statistical breakdowns (total cases, number of cases solved, total arrests, percentage of adults arrested, percentage of juveniles arrested, etc.) for crimes such as rape, theft, assault, murder, etc. along with summaries of calls received and case status summaries. All statistics are summarized in an annual crime index summary (see item 103.02).</p> <p>Recommendation: Retain for one year, then dispose of providing statistical information is verified with annual report.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
103.08	<p><u>MONTHLY OVERTIME REPORTS (ORIGINALS)</u></p> <p>Dates: 1982 - Volume: 3/4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of monthly overtime reports generated by the Research and Development Division listing the totals overtime hours earned by employees each month in each of the department's bureaus.</p> <p>Recommendation: Retain for two years, then dispose of.</p>
103.09	<p><u>OFFICER'S REPORTS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1966 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of reports by officers on any thing other than case reports (i.e. memos to the division heads or chief of police, explanations of personal conduct of a non-reportable incident, complaints about city services, etc.)</p> <p>Recommendation: Retain for one year, then dispose of any records no longer possessing any further administrative, legal, or historical value.</p>
103.10	<p><u>VEHICLE MILEAGE REPORTS (ORIGINALS)</u></p> <p>Dates: 1982 - Volume: Negligible Annual Accumulation: Negligible Arrangement: By bureau and car number</p> <p>This record series consists of semiannual mileage reports which list the total miles that each vehicle in the Rockford Police Department has been driven during the reporting period.</p> <p>Recommendation: Retain until department disposes of vehicles, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
104.01	<p data-bbox="459 426 1036 457"><u>ADMINISTRATIVE SERVICES BUREAU</u></p> <p data-bbox="423 491 1073 554"><u>ADMINISTRATION</u> <u>Rockford Security Services Records</u></p> <p data-bbox="261 617 1370 648"><u>ADMINISTRATIVE CORRESPONDENCE - ROCKFORD SECURITY SERVICES</u></p> <p data-bbox="261 680 1175 816">Dates: (1969 - 1985) Volume: 4 cu. ft. Annual Accumulation: Obsolete Arrangement: Alphabetical by subject</p> <p data-bbox="261 848 1458 1100">The Rockford Security Services was composed of off-duty police officers who offered their services as security guards for various functions (athletic contests, dances, concerts, etc.). Organizations using this service were billed for the officers time and the Rockford Security Services then paid the officers for the work performed. This group was sponsored by the police department, which maintained all records for the service.</p> <p data-bbox="261 1110 1458 1268">This record series contains correspondence with participants in the Rockford Security Service, correspondence with contracting agencies and businesses, inner office memos, photocopies of legislation effecting the Rockford Security Services, etc.</p> <p data-bbox="261 1299 1458 1362">Recommendation: Retain until all administrative, legal, fiscal, or historical value has expired, then dispose of.</p>
104.02	<p data-bbox="261 1425 1458 1488"><u>CANCELLED CHECKS, BANK STATEMENTS, DEPOSIT SLIPS, PAID BILLS AND INVOICES FOR THE ROCKFORD SECURITY SERVICES</u></p> <p data-bbox="261 1520 980 1646">Dates: (1969 - 1985) Volume: 7 cu. ft. Annual Accumulation: Obsolete Arrangement: Chronological</p> <p data-bbox="350 1680 1365 1711">The Rockford Security Services was disbanded in 1985.</p> <p data-bbox="261 1743 1344 1774">Recommendation: Retain for seven years, then dispose of.</p>

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104.03	<u>GENERAL LEDGERS FOR THE ROCKFORD SECURITY SERVICES</u> Dates: (1969 - 1985) Volume: 1/2 cu. ft. Annual Accumulation: Obsolete Arrangement: Chronological Recommendation: Retain for seven years, then dispose of.
104.04	<u>INSURANCE POLICIES ISSUED FOR THE ROCKFORD SECURITY SERVICES</u> Dates: (1969 - 1985) Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological Recommendation: Retain for seven years following expiration or cancellation of the policy, then dispose of.
104.05	<u>INSURANCE RECORDS FOR THE ROCKFORD SECURITY SERVICES</u> Dates: (1969 - 1985) Volume: 1/2 cu. ft. Annual Accumulation: Obsolete Arrangement: Chronological This record series consists of correspondence with insurance companies, insurance certificates, information regarding policies such as notification of rate increases, etc. Recommendation: Retain for three years following expiration or cancellation of the policy, then dispose of provided no claims are pending.
104.06	<u>STATE AND FEDERAL WITHHOLDING TAX RECORDS - ROCKFORD SECURITY SERVICES</u> Dates: (1969 - 1985) Volume: 1/2 cu. ft. Annual Accumulation: Obsolete Arrangement: Chronological This record series includes tax forms (W-1's, W-2's, W-3's, W-4's, IL-901 Forms, etc.) and ledger sheets for

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
104.07	<p>employees who participated in the Rockford Security Services Program.</p> <p>Recommendation: Retain W-4's until superseded by a new W-4 or for five years after termination of employment, then dispose of. Retain ledgers and other tax records contained in this record series for seven years, then dispose of.</p> <p><u>WORKMEN'S COMPENSATION CLAIMS - ROCKFORD SECURITY SERVICES</u></p> <p>Dates: (1969 - 1985) Volume: 1 cu. ft. Annual Accumulation: Obsolete Arrangement: Chronological</p> <p>This record series consists of the agency record copy of claims filed by officers of the Rockford Security Services. The originals are submitted to the insurance company.</p> <p>Recommendation: Retain for seven years following settlement of claims, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
110.01	<p style="text-align: center;"><u>ADMINISTRATIVE SERVICES BUREAU</u></p> <p style="text-align: center;"><u>Evidence and Property Division</u></p> <p><u>ADMINISTRATIVE CORRESPONDENCE AND MEMOS</u></p> <p>Dates: 1985 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of the Evidence and Property Division's copies of internal memorandum, general orders, and correspondence with other city departments, non-case specific correspondence with other law enforcement agencies, etc.</p> <p>Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative, legal, fiscal, or historical value.</p>
110.02	<p><u>ATTENDANCE RECORDS (DIVISION COPIES)</u></p> <p>Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>The agency record copy is maintained by the Administrative Services Bureau of the Police Department (see item 102.01 Absentee Notices and item 140.03 Attendance Records) and the originals are maintained by the city's Personnel Department.</p> <p>Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
110.03	<p data-bbox="253 426 974 457"><u>AUCTION RECORDS (AGENCY RECORD COPIES)</u></p> <p data-bbox="253 489 974 615">Dates: 1984 - Volume: 4 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological</p> <p data-bbox="253 651 1500 714">This record series consists of lists of items to be auctioned, price obtained for each item, and auction item slips.</p> <p data-bbox="253 749 1500 814">Recommendation: Retain for seven years after sale of property, then dispose of.</p>
110.04	<p data-bbox="253 846 974 877"><u>EMPLOYEE EVALUATIONS (DIVISION COPIES)</u></p> <p data-bbox="253 909 1185 1035">Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by employee</p> <p data-bbox="253 1071 1500 1134">The originals are maintained in the personnel files in the Administrative Services Bureau of the Department.</p> <p data-bbox="253 1169 1500 1234">Recommendation: Retain for five years following termination of employment, then dispose of.</p>
110.05	<p data-bbox="253 1297 990 1329"><u>EVIDENCE AND PROPERTY FILES (ORIGINALS)</u></p> <p data-bbox="253 1360 1185 1486">Dates: 1970 - Volume: 78 cu. ft. Annual Accumulation: 3 cu. ft. Arrangement: Numerical by case number</p> <p data-bbox="253 1522 1500 1680">This record series consists of evidence receipts, evidence and recovered property reports, evidence test reports (i.e. copies of Crime Lab Reports on suspected drugs) and copies of evidence (i.e. photocopies of forged checks, handwriting samples, etc.).</p> <p data-bbox="253 1715 1500 1812">Recommendation: Retain for three years after closure of case or upon receipt of notification from the State's Attorney to release the property or evidence, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
110.06	<p><u>FIREARMS TRANSACTION RECORDS (GUN CONTROL REGISTERS) (ORIGINALS)</u></p> <p>Dates: (1965 - 1980) Volume: 1/2 cu. ft. Annual Accumulation: Obsolete Arrangement: Numerical by registration number</p> <p>This record series consists of Gun Control Registers listing the sale and purchase of guns sold in the city from 1965-1980. The department now receives copies of firearms transactions from weapons dealers (see firearms transaction records covered by items 410.11, 410.12, and 410.13).</p> <p>Recommendation: Retain permanently.</p>
110.07	<p><u>IMPOUNDED VEHICLE FILES (AGENCY RECORD COPIES)</u></p> <p>Dates: 1983 - Volume: 3 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Alphabetical by vehicle type</p> <p>This record series consists of tow bills, impound sheets, title search and release cards signed by the vehicle owner.</p> <p>Recommendation: Retain for one year after release or date of sale, or disposal of vehicle, then dispose of.</p>
110.08	<p><u>MONTHLY ACTIVITY REPORTS (DIVISION COPIES)</u></p> <p>Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This records series consists of copies of the Evidence and Property Division's monthly activity reports. The originals are submitted to the Bureau of Administrative Services (see item 103.06).</p> <p>Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
110.09	<p data-bbox="237 415 1036 447"><u>NARCOTICS DESTRUCTION LOG BOOK (ORIGINALS)</u></p> <p data-bbox="237 478 959 611">Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="237 642 1430 804">These logs detail the destruction of all narcotics taken into custody by the department. The logs list the evidence and property file numbers (case numbers), the date the narcotics were destroyed, and a description (amount and type) of the narcotics destroyed.</p> <p data-bbox="237 835 1279 867">Recommendation: Retain for ten years, then dispose of.</p>
110.10	<p data-bbox="237 930 1341 961"><u>OFFICER/STATE'S ATTORNEY RELEASES AND FOUND PROPERTY FILES</u></p> <p data-bbox="237 993 1110 1125">Dates: 1988 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by owner</p> <p data-bbox="237 1157 1430 1444">This record series documents the release of recovered property, including both lost and stolen property and recovered property which was used as evidence. Included are copies of the evidence property reports, copies of letters sent to property owners notifying them that their property is available at the police department and will be destroyed or sold if not claimed as per the stipulations listed in the letter, and copies of the release from the State's Attorney's Office and/or the Police Department.</p> <p data-bbox="237 1476 1430 1539">Recommendation: Retain for one year from date of release of property, then dispose of.</p>
110.11	<p data-bbox="237 1602 992 1633"><u>PERSONNEL REGISTERS (COMPUTER PRINTOUTS)</u></p> <p data-bbox="237 1665 1166 1797">Dates: 1958 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by employee</p> <p data-bbox="237 1860 1430 1923">Recommendation: Retain information for five years following termination of employment, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
110.12	<p data-bbox="240 405 1438 468"><u>UNITED PARCEL SERVICE AND PARCEL POST MAILING BOOKS (AGENCY RECORD COPIES)</u></p> <p data-bbox="240 499 959 630">Dates: 1984 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="240 661 1438 724">This record series consists of registers from United Parcel Services and the Post Office of packages sent by each service.</p> <p data-bbox="240 756 1224 787">Recommendation: Retain for two years, then dispose.</p>
110.13	<p data-bbox="240 825 1438 888"><u>VEHICLE SALES RECORDS OF ABANDONDED VEHICLES - OUTSIDE GARAGES FILES (AGENCY RECORD COPIES)</u></p> <p data-bbox="240 919 1135 1050">Dates: 1984 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by garage</p> <p data-bbox="240 1081 1438 1239">This record series consists of files on abandoned vehicles which were towed to garages for the Police Department. Included are notices of sale of the vehicle, copies of certificates of purchase by the new owner, and unclaimed vehicle disposal requests.</p> <p data-bbox="240 1270 1438 1333">Recommendation: Retain for one year date of sale or disposal of vehicle, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p data-bbox="444 407 1013 438"><u>ADMINISTRATIVE SERVICES BUREAU</u></p> <p data-bbox="492 470 966 501"><u>Internal Affairs Division</u></p> <p data-bbox="245 569 1424 600"><u>120.01 COMPLAINT REPORTS FROM THE PUBLIC AGAINST OFFICERS (unfounded)</u></p> <p data-bbox="245 632 963 758">Dates: 1966 - Volume: 3 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="245 789 1435 894">This records series consists of reports of complaints made by the public against police officers which were determined by the department to be <u>unfounded</u>.</p> <p data-bbox="245 926 1430 989">Recommendation: Retain for four years after closure of case, then dispose of.</p> <p data-bbox="245 1052 959 1083"><u>120.02 INTERNAL INVESTIGATIONS FILES (COPIES)</u></p> <p data-bbox="245 1115 1154 1241">Dates: 1973 - Volume: 12 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Alphabetical by officer</p> <p data-bbox="245 1272 1435 1461">This record series consists of internal investigation case files containing records relating to complaints against officers. Included are copies of: letters of complaints, investigator's reports on the complaints, witness statements, investigator's case notes, and final findings of the investigation.</p> <p data-bbox="245 1472 1435 1535">The originals are retained by Administrative Services (see Item 100.06).</p> <p data-bbox="245 1566 1430 1629">Recommendation: Retain for five years after closure of case, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
120.03	<u>INTERNAL INVESTIGATIONS CASE FILE INDEX (INDEX CARDS)</u> <u>(ORIGINALS)</u> Dates: 1973 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by Officer's Name Recommendation: Retain for five years following termination of employment, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p data-bbox="451 409 1023 441"><u>ADMINISTRATIVE SERVICES BUREAU</u></p> <p data-bbox="423 472 1050 504"><u>Research and Development Division</u></p> <p data-bbox="250 567 1143 598"><u>ADMINISTRATIVE AND MISCELLANEOUS CORRESPONDENCE</u></p> <p data-bbox="250 630 1161 766">Dates: 1975 - Volume: 8 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Alphabetical by subject</p> <p data-bbox="250 793 1442 951">This record series consists of incoming and outgoing correspondence of the Research and Development Division, including correspondence with other city departments, other law enforcement agencies, interdepartmental memos, copies of general orders, etc.</p> <p data-bbox="250 982 1442 1087">Recommendation: Retain for one year, then dispose of all records no longer possessing any further administrative, legal, fiscal, or historical value.</p>
130.02	<p data-bbox="250 1150 985 1182"><u>ANNUAL DEPARTMENTAL REPORTS (ORIGINALS)</u></p> <p data-bbox="250 1213 966 1350">Dates: 1960 - Volume: 1 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="250 1375 1442 1501">This record series consists of Annual Department Reports which summarize the activities of the Rockford Police Department. These reports contain statistics on arrests made, crimes committed by categories, etc.</p> <p data-bbox="250 1533 1442 1627">Recommendation: Retain for seven years, then dispose of provided reports have no further administrative or historical value.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
130.03	<p><u>BULLETINS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1975 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of interdepartmental memos informing staff of holidays, new or changes to general orders, etc.</p> <p>Recommendation: Retain for one year, then dispose of.</p>
130.04	<p><u>MEMO LOGS (ORIGINALS)</u></p> <p>Dates: 1975 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three years, then dispose of.</p>
130.05	<p><u>OFF-DUTY COURT APPEARANCE SLIPS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1981 - Volume: 3 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological</p> <p>This record series consists of time slips for officers who must appear in court to testify.</p> <p>Recommendation: Retain for two years, then dispose of.</p>
130.06	<p><u>STUDIES AND SURVEY RECORDS AND BACKGROUND MATERIAL (AGENCY RECORD COPIES)</u></p> <p>Dates: 1970 - Volume: 10 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Alphabetical by subject</p> <p>This record series consists of background information and "work-ups" for studies and surveys conducted by the police</p>

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130.07	<p>department, exploring such subjects as one-man versus two-man patrol cars, changes in laws, variable hour work shifts, etc. Included are the originals of the final reports; preliminary drafts; and all support data such as questionnaires to other law enforcement agencies, copies of handbooks and reports, offense logs used for crime statistics reports, etc.</p> <p>Recommendation: Retain one copy of each of the final reports permanently. Retain support documentation until administrative use is complete, then dispose of.</p> <p><u>TELEPHONE LOGS OF LONG DISTANCE CALLS (ORIGINALS)</u></p> <p>Dates: 1980 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
140.01	<p data-bbox="461 415 1032 449"><u>ADMINISTRATIVE SERVICES BUREAU</u></p> <p data-bbox="451 478 1040 512"><u>Training and Personnel Division</u></p> <p data-bbox="258 569 997 602"><u>ADMINISTRATIVE CORRESPONDENCE AND MEMOS</u></p> <p data-bbox="258 632 1166 772">Dates: 1979 - Volume: 3 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Alphabetical by subject</p> <p data-bbox="251 800 1446 926">This record series consists of copies of inter office memos; copies of general orders; correspondence with other city departments, the general public, other law enforcement agencies concerning training procedures, etc.</p> <p data-bbox="251 957 1446 1052">Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative, legal, fiscal, or historical value.</p>
140.02	<p data-bbox="246 1121 1442 1213"><u>APPLICATIONS FOR EMPLOYMENT (SOLICITED AND UNSOLICITED) AND SUPPORTING DOCUMENTS SUCH AS RESUMES, LETTERS OF RECOMMENDATIONS, ETC.</u></p> <p data-bbox="243 1247 1195 1388">Dates: 1955 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by applicant</p> <p data-bbox="240 1409 1438 1503">Recommendation: Retain <u>solicited applications and supporting documents</u> for two years from the date of application, then dispose of.</p> <p data-bbox="240 1503 1438 1577">Retain <u>unsolicited applications and supporting documents</u> for one year from the date of application, then dispose of.</p>
140.03	<p data-bbox="237 1598 1016 1631"><u>ATTENDANCE RECORDS (AGENCY RECORD COPIES)</u></p> <p data-bbox="233 1661 956 1801">Dates: 1977 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="233 1822 1430 1923">This record series consists of records showing sick time, vacation time, and compensatory time accumulated and taken by all Police Department employees.</p>

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140.04	<p>The agency record copies of Absentee Notices are maintained by the Department's Administrative Office in the Administrative Services Bureau under the authority of item 102.01 and the originals are maintained by the city's Personnel Department.</p> <p><u>GENERAL ORDERS RECEIVED SHEETS (ORIGINALS)</u></p> <p>Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of sheets signed by officers to indicate receipt of a copy of a general order. These receipts may be used in disciplinary hearings and civil suits against the department to verify an officer's awareness or lack thereof of specific general orders relative to the case.</p> <p>Recommendation: Retain for forty-two years, then dispose of.</p>
140.05	<p><u>MONTHLY ACTIVITY REPORTS (COPIES)</u></p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of division copies of monthly activity reports for the Training and Personnel Division. Included are statistics on hours worked, arrests made, etc. The originals are retained in the Administrative Office of the Bureau of Administrative Services (see item 103.06).</p> <p>Recommendation: Retain for 2 years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
140.06	<p data-bbox="240 411 943 443"><u>OFFICER'S FIREARM RECORDS (ORIGINALS)</u></p> <p data-bbox="240 474 963 604">Dates: 1982 - Volume: 1/4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="240 636 1430 699">This record series consists of lists of officers and their scores on the firing range.</p> <p data-bbox="240 730 1304 762">Recommendation: Retain for five years, then dispose of.</p>
140.07	<p data-bbox="240 798 1430 858"><u>PHOTOS FOR EMPLOYEE PERSONAL IDENTIFICATION BADGES (AGENCY RECORD COPIES)</u></p> <p data-bbox="240 892 1170 1022">Dates: 1970 - Volume: 4 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by employee</p> <p data-bbox="240 1054 1430 1117">Recommendation: Retain for five years following termination of employment, then dispose of.</p>
140.08	<p data-bbox="240 1152 1036 1184"><u>PERSONNEL INFORMATION (computer printouts)</u></p> <p data-bbox="240 1215 959 1346">Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="240 1377 1430 1499">This record series consists of reports (computer printouts) received from the City's Personnel Department listing the names, home addresses, employment status, annual salary, etc. of all employees.</p> <p data-bbox="240 1530 1260 1562">Recommendation: Retain for two year, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
140.09	<p data-bbox="240 401 1247 436"><u>POLICE QUALIFYING TEST RECORDS (AGENCY RECORD COPIES)</u></p> <p data-bbox="240 468 1154 600">Dates: 1955 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by officer</p> <p data-bbox="240 625 1435 695">This record series consists of the results of qualification tests for employment and for promotions.</p> <p data-bbox="240 722 1305 758">Recommendation: Retain for five years, then dispose of.</p>
140.10	<p data-bbox="240 821 1078 856"><u>POLICE TRAINING FILES (AGENCY RECORD COPIES)</u></p> <p data-bbox="240 888 1154 1020">Dates: 1955 - Volume: 36 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Alphabetical by officer</p> <p data-bbox="240 1045 1435 1146">Included in this record series are sign-up sheets for training courses, class attendance records, course grade sheets, and training certificates.</p> <p data-bbox="240 1173 922 1209">Recommendation: Retain permanently.</p>
140.11	<p data-bbox="240 1268 1192 1304"><u>PURCHASE ORDERS AND REQUISITIONS (DEPARTMENT COPY)</u></p> <p data-bbox="240 1335 964 1467">Dates: 1979 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="240 1493 1435 1562">The originals are retained by the city's Finance Department.</p> <p data-bbox="240 1589 1284 1625">Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
140.12	<p data-bbox="245 415 553 443"><u>WORK ASSIGNMENTS</u></p> <p data-bbox="245 478 971 611">Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="245 642 1442 737">This record series consists of daily and monthly lists of work assignments showing what detail each officer is assigned to each day.</p> <p data-bbox="245 768 1289 806">Recommendation: Retain for two years, then dispose of.</p>
140.13	<p data-bbox="245 869 1214 905"><u>WORKMEN'S COMPENSATION FILES (AGENCY RECORD COPIES)</u></p> <p data-bbox="245 936 1214 1062">Dates: 1975 - Volume: 4 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Alphabetical by individual</p> <p data-bbox="245 1094 1442 1226">This record series consists of copies of workmen's compensation claims. The originals are filed with City's Personnel Department (see item 23 of the Personnel Department's Application for Authority to Dispose of Local Records).</p> <p data-bbox="245 1257 1442 1318">Recommendation: Retain for seven years following settlement of claim, then dispose of.</p>

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	<p data-bbox="505 432 984 464" style="text-align: center;"><u>UNIFORMED SERVICES BUREAU</u></p> <p data-bbox="602 495 886 527" style="text-align: center;"><u>Patrol Division</u></p>
200.01	<p data-bbox="256 590 997 621"><u>ADMINISTRATIVE CORRESPONDENCE AND MEMOS</u></p> <p data-bbox="256 653 959 789">Dates: 1982 - Volume: 1 cu. ft. Annual Accumulation: 1/4 cu. ft. Arrangement: Alphabetical</p> <p data-bbox="256 814 1446 888">This record series consists of the Patrol Division's copies of interdepartmental memos, general orders, and correspondence.</p> <p data-bbox="256 909 1446 1014">Recommendation: Retain for one year, then dispose of all records no longer possessing any further administrative, legal, fiscal, or historical value.</p>
200.02	<p data-bbox="250 1073 935 1104"><u>ATTENDANCE RECORDS (DIVISION COPIES)</u></p> <p data-bbox="250 1136 1179 1272">Dates: 1982 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by employee</p> <p data-bbox="250 1297 1446 1497">This record series consists of lists showing sick and vacation leaves taken by employees in the Patrol Division. The agency record copies of attendance records are maintained by the Administrative Services Bureau of the Police Department (see items 102.01 Absentee Notices and 140.03 Attendance Records) and the originals are maintained by the city's Personnel Department.</p> <p data-bbox="250 1518 1292 1560">Recommendation: Retain for two years, then dispose of.</p>
200.03	<p data-bbox="243 1577 1195 1619"><u>MONTHLY ACTIVITY SUMMARY REPORTS (DIVISION COPIES)</u></p> <p data-bbox="243 1650 967 1776">Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="243 1801 1438 1938">This record series consists of the Patrol Division's copies of the monthly activity reports. The originals are maintained by the Police Department's Administrative Services Bureau (see item 103.06).</p>

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	<p>Recommendation: Retain for two years, then dispose of.</p>
200.04	<p><u>OFFICER'S SCHOOLING RECORD (DIVISION COPIES)</u></p> <p>Dates: 1986 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>The Officer's Schooling Record shows which courses each officer was assigned to take and the courses taken by the officers. The agency record copies of officer training records are maintained permanently by the Training and Personnel Division (see item 140.10 of this application).</p> <p>Recommendation: Retain for one year after verification of completion of training/course, then dispose of.</p>
200.05	<p><u>OVERTIME SCHEDULING REPORTS (DIVISION COPIES)</u></p> <p>Dates: 1988 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of work schedules listing the names of employee(s) who are due next to work overtime. These records are used by the division to ensure that individual employees are not assigned to work excessive amounts of overtime.</p> <p>Recommendation: Retain for two years, then dispose of.</p>
200.06	<p><u>PERSONNEL FILES (DIVISION COPIES)</u></p> <p>Dates: 1965 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by employee</p> <p>This record series consists of the Patrol Division's copies of employee's personnel folders. Included in these files are copies of: personnel action forms, complaints, recommendations, etc. The agency record copies and the originals are maintained respectively by the Police Department's Administrative Services Bureau (see items 102.08 and 102.09 of this application) and the</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
210.01	<p data-bbox="505 407 980 436"><u>UNIFORMED SERVICES BUREAU</u></p> <p data-bbox="587 470 894 499"><u>Traffic Division</u></p> <p data-bbox="253 569 1279 598"><u>ABANDONED VEHICLES LEDGER BOOKS (AGENCY RECORD COPIES)</u></p> <p data-bbox="253 632 976 762">Dates: 1982 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="253 795 1446 856">Records of abandoned vehicles picked up are retained in these ledger books.</p> <p data-bbox="253 890 1442 957">Recommendation: Retain for one year after the disposal, release, or sale of all vehicles listed, then dispose of.</p>
210.02	<p data-bbox="253 1020 1143 1050"><u>ABANDONED VEHICLES FILES (AGENCY RECORD COPIES)</u></p> <p data-bbox="253 1083 976 1213">Dates: 1985 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="253 1247 1446 1371">This record series includes copies of complaints of abandoned vehicles, letters sent to vehicle owners notifying the owner that the vehicle was found abandoned, and related certified mail receipts.</p> <p data-bbox="253 1404 1442 1472">Recommendation: Retain for one year after the disposal, release, or sale of the vehicle, then dispose of.</p>
210.03	<p data-bbox="253 1503 992 1533"><u>ADMINISTRATIVE CORRESPONDENCE AND MEMOS</u></p> <p data-bbox="253 1566 1162 1696">Dates: 1980 - Volume: 2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Alphabetical by subject</p> <p data-bbox="253 1730 1442 1791">This record series includes the Traffic Division's copies of inter office memos, general orders and correspondence.</p> <p data-bbox="253 1824 1442 1917">Recommendation: Retain for one year, then dispose of all records no longer possessing any further administrative, legal, fiscal, or historical value.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
210.04	<p data-bbox="253 405 1185 443"><u>ANNUAL ACTIVITY SUMMARY REPORTS (DIVISION COPIES)</u></p> <p data-bbox="253 470 979 600">Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="253 630 1448 722">This record series consists of the division's annual statistical report summarizing activities in the Traffic Division.</p> <p data-bbox="253 760 1336 793">Recommendation: Retain for seven years, then dispose of.</p>
210.05	<p data-bbox="253 856 938 894"><u>ATTENDANCE RECORDS (DIVISION COPIES)</u></p> <p data-bbox="253 921 979 1052">Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="253 1087 1448 1243">The agency record copies of attendance records are maintained by the Administrative Services Bureau of the Police Department (see items 140.03 Attendance Records and 102.01 Absentee Notices) and the originals are maintained by the city's Personnel Department.</p> <p data-bbox="253 1276 1295 1312">Recommendation: Retain for two years, then dispose of.</p>
210.06	<p data-bbox="253 1371 799 1409"><u>BREATHALYZER LOGS (ORIGINALS)</u></p> <p data-bbox="253 1436 974 1566">Dates: 1984 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="253 1596 1448 1759">The Breathalyzer Logs show the names of suspects who submitted to breathalyzer tests when stopped by the police to determine if the individual was driving under the influence. The logs list the name of the suspect, date of test, the breathalyzer test reading and breathalyzer machine operator.</p> <p data-bbox="253 1789 1312 1824">Recommendation: Retain for five years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
210.07	<p><u>COURT TRANSMITTAL SHEETS - TRAFFIC FINES (COPIES)</u></p> <p>Dates: 1976 - Volume: 2 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of copies of court transmittal sheets showing fines paid by individuals for traffic arrests.</p> <p>Recommendation: Retain for three years, then dispose of.</p>
210.08	<p><u>DIGNITARY PROTECTION TEAM FILES (AGENCY RECORD COPIES)</u></p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These files contain copies of reports on individuals who may attempt to harm a visiting dignitary. Copies of lists of the names of officers assigned to any dignitary protection team may also be included in this record series.</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>
210.09	<p><u>DIRECTED ASSIGNMENTS REPORTS*</u></p> <p>Dates: 1988 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of temporary work assignments records directing officers to work special detail assignments such as traffic/pedestrian control at a special event such as a parade. The reports lists the officers assigned to each detail, the sergeant's name, date, the action taken, the area/address to be checked, any actions required, officer comments, etc. These reports are directed to the shift commanders.</p> <p>Recommendation: Retain for sixty days following completion of assignment, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
210.10	<p data-bbox="245 401 1214 443"><u>"D.U.I." (DRIVING UNDER THE INFLUENCE) LEDGER BOOKS</u></p> <p data-bbox="245 464 964 600">Dates: 1983 - 1984 Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="245 632 1435 730">These books listed the names of detainees who were arrested in 1983 and 1984 for driving while intoxicated, the date of arrest, and the names of the arresting officers.</p> <p data-bbox="245 762 1325 800">Recommendation: Retain for seven years, then dispose of.</p>
210.11	<p data-bbox="245 852 1094 894"><u>HIT AND RUN TRAFFIC ACCIDENT REPORTS. (COPIES)</u></p> <p data-bbox="245 915 964 1052">Dates: 1984 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="245 1083 1435 1182">This record series consists of carbons of motor vehicle traffic accident reports. The originals are retained in the Records Bureau (item 410.05).</p> <p data-bbox="245 1213 1435 1276">Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative value.</p>
210.12	<p data-bbox="245 1308 1208 1350"><u>MONTHLY ACTIVITY SUMMARY REPORTS (DIVISION COPIES))</u></p> <p data-bbox="245 1371 964 1507">Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="245 1539 1435 1638">These reports summarize the monthly activities of the Traffic Division. The originals are retained by the Police Department's Administrative Services Bureau (see item 103.06).</p> <p data-bbox="245 1669 1279 1696">Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
210.13	<p><u>OFFICERS DAILY ACTIVITY (TIME) REPORTS</u></p> <p>Dates: 1985 - Volume: 4 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two years, then dispose of.</p>
210.14	<p><u>PARADE AND SPECIAL EVENT ORDERS FILES</u></p> <p>Dates: 1984 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by applicant</p> <p>These files include copies of event orders, parade routes, lists of participants and correspondence with event organizers. If a group wishes to hold a parade or special event (concert, marathon, etc.), the police department receives orders from the City's Legal Department to close off streets. The original orders are maintained by the city's Legal Department and Public Works Department.</p> <p>Recommendation: Retain for one year after event, then dispose of all records no longer possessing any further administrative or legal value.</p>
210.15	<p><u>PERSONNEL FILES (COPIES)</u></p> <p>Dates: 1970 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by employee</p> <p>These files include copies of personnel action forms, letters of recommendation, etc. The originals are retained by the Bureau of Administrative Services of the Police Department (see items 102.08 and 102.09 of this application) and the city's Personnel Department (see item 20 of the Personnel Department's Application for Authority to Dispose of Local Records).</p> <p>Recommendation: Retain for five years following termination of employment, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
210.16	<p><u>RADAR ASSIGNMENT REPORTS (AGENCY RECORD COPIES)*</u></p> <p>Dates: 1986 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This is a record of an officer's daily activity while on radar assignment. The report shows the zones covered during the day; the total hours; total number of arrests made; highest recorded speed; complaint numbers and the date, traffic volume, number of vehicles times, average speed of the vehicles, speed of violators arrested, etc.</p> <p>Recommendation: Retain for two years, then dispose of.</p>
210.17	<p><u>SECRETARY OF STATE LETTERS TO UNSAFE DRIVERS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name of driver</p> <p>This record series consists of copies of letters from the Illinois Secretary of State issued to unsafe drivers.</p> <p>Recommendation: Retain for one year, then dispose of.</p>
210.18	<p><u>SPEEDOMETER VEHICLE ACCURACY CHECKS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1977 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of certificates verifying the accuracy of police speedometers and is used to support traffic arrests of drivers exceeding the posted speed limit.</p> <p>Recommendation: Retain for five years after superseded by a new certificate, then dispose of.</p>

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DESCRIPTION OF ITEMS OR RECORD SERIES

TIME EARNED RECORDS (DIVISION COPIES)

Dates: 1960 (circa) -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by officer

This record series consists of copies of requests for time coming, time coming earned slips, and overtime cards. These are used to keep track of an officers time-coming hours. The originals are filed in the Bureau of Administrative Services (see Item 102.11).

Recommendation: Retain for five years following termination of employment, then dispose of.

TRAFFIC ACCIDENT FATALITY REPORTS (COPIES)

Dates: 1984 -
Volume: 1/2 cu. ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of carbons of motor vehicle traffic accident reports. The originals are retained in Records Bureau. These are retained by the Traffic Division for ease of reference.

Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative value.

TRAFFIC ARREST LOGS (AGENCY RECORD COPIES)

Dates: 1984 -
Volume: 1 cu. ft.
Annual Accumulation: 1/4 cu. ft.
Arrangement: Numerical by ticket number

These logs show all arrests for violations of the Illinois Vehicle Code. For each traffic arrest the following information is listed in the log book: name of the individual arrested, the date of arrest, the ticket number, and the date of disposition.

Recommendation: Retain for seven years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES								
210.22	<p data-bbox="256 401 959 436"><u>TRANSMITTAL SHEETS FROM CIRCUIT COURT</u></p> <table data-bbox="256 464 976 604"><tr><td>Dates:</td><td>1988 -</td></tr><tr><td>Volume:</td><td>Negligible</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr></table> <p data-bbox="256 632 1446 699">This record series consists of a list of traffic court cases and fines paid.</p> <p data-bbox="256 726 1354 762">Recommendation: Retain for three years, then disposed of.</p>	Dates:	1988 -	Volume:	Negligible	Annual Accumulation:	Negligible	Arrangement:	Chronological
Dates:	1988 -								
Volume:	Negligible								
Annual Accumulation:	Negligible								
Arrangement:	Chronological								
210.23	<p data-bbox="256 821 824 856"><u>TRAFFIC SAFETY COMMITTEE FILES</u></p> <table data-bbox="256 884 976 1024"><tr><td>Dates:</td><td>1980 -</td></tr><tr><td>Volume:</td><td>Negligible</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr></table> <p data-bbox="256 1052 1446 1178">This record series consists of original minutes of hearings of the Traffic Safety Committee and copies of motor vehicle traffic accident reports. The original accident reports are filed with the Records Bureau.</p> <p data-bbox="256 1205 1446 1304">Recommendation: Retain <u>minutes</u> permanently. Retain copies of traffic accident reports until administrative use is complete, then dispose of.</p>	Dates:	1980 -	Volume:	Negligible	Annual Accumulation:	Negligible	Arrangement:	Chronological
Dates:	1980 -								
Volume:	Negligible								
Annual Accumulation:	Negligible								
Arrangement:	Chronological								
210.24	<p data-bbox="256 1367 613 1402"><u>TRAFFIC TICKET LOGS</u></p> <table data-bbox="256 1430 919 1570"><tr><td>Dates:</td><td>1982 -</td></tr><tr><td>Volume:</td><td>1 cu. ft.</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Numerical</td></tr></table> <p data-bbox="256 1598 1446 1661">This is a convenience record made available for public access.</p> <p data-bbox="256 1688 1446 1751">Recommendation: Retain for seven years after last entry, then dispose of.</p>	Dates:	1982 -	Volume:	1 cu. ft.	Annual Accumulation:	Negligible	Arrangement:	Numerical
Dates:	1982 -								
Volume:	1 cu. ft.								
Annual Accumulation:	Negligible								
Arrangement:	Numerical								

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
210.25	<u>WANTED PERSONS MUG SHOTS (DUPLICATES)</u> Dates: 1920 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by individual These are copies of mug shots from the Identification Division of persons wanted for questioning by the department. Recommendation: Retain for one year after cancellation of warrant, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p data-bbox="472 411 1024 443" style="text-align: center;"><u>INVESTIGATIVE SERVICES BUREAU</u></p> <p data-bbox="574 474 919 506" style="text-align: center;"><u>Detective Division</u></p>
300.01	<p data-bbox="261 575 1000 606"><u>ADMINISTRATIVE CORRESPONDENCE AND MEMOS</u></p> <p data-bbox="261 638 1170 764">Dates: 1974 - Volume: 4 cu. ft. Annual Accumulation: 1/4 cu. ft. Arrangement: Alphabetical by subject</p> <p data-bbox="261 800 1446 926">This record series consists of the Detective Division's copies of inner office memos, general orders, and correspondence from city departments, local, state, and federal law enforcement agencies, etc.</p> <p data-bbox="261 961 1446 1052">Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative, legal, fiscal, or historical value.</p>
300.02	<p data-bbox="261 1087 919 1119"><u>ANNUAL STATISTICAL REPORTS (COPIES)</u></p> <p data-bbox="261 1150 1170 1276">Dates: 1976 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject</p> <p data-bbox="261 1312 1446 1409">This record series consists of copies of statistical reports from other divisions filed by category. The originals are filed with Research and Development.</p> <p data-bbox="261 1444 1333 1476">Recommendation: Retain for seven years, then dispose of.</p>
300.03	<p data-bbox="261 1507 1105 1539"><u>CASE ASSIGNMENTS BOOKS (AGENCY RECORD COPIES)</u></p> <p data-bbox="261 1570 976 1696">Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1732 1446 1797">This record series consists of ledger books showing case assignments and includes lists of case numbers and the name of</p>

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	<p>the detective assigned to each case. These are used for reference.</p> <p>Recommendation: Retain for two years, then dispose of.</p> <p>300.04 <u>CASH RECEIPTS (DUPLICATES)</u></p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by receipts numbers</p> <p>The agency record copies are retained in the Records Bureau see item 410.07.</p> <p>Recommendation: Retain for two years, then dispose of.</p>
300.05	<p><u>COMMUNITY PROBLEM FILES (AGENCY RECORD COPIES)</u></p> <p>Dates: 1983 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by topic, Numerical by ward number</p> <p>These files were created to deal with any problems in the community that may or have resulted in meetings with citizens. The files contain copies of complaints received from citizens, case reports for reference, officer's reports, and reports on the results of meetings with citizens.</p> <p>Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.06	<p><u>DAILY JAIL LISTINGS (COMPUTER PRINTOUTS)</u></p> <p>Dates: 1983 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consist of copies of computer printouts showing the daily jail population (roster of inmates) in the county jail. These reports are used for reference by the Detectives.</p> <p>Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative value.</p>
300.07	<p><u>INVESTIGATIONS AND/OR CASE FILES (DUPLICATES)</u></p> <p>Dates: 1965 - Volume: 61 cu. ft. Annual Accumulation: 3 cu. ft. Arrangement: Alphabetical by subject</p> <p>This record series consists of copies of case reports, copies of supplementary reports, and detective's notes used by detectives during investigations. The original case files are retained in the Records Bureau.</p> <p>Recommendation: Retain for two years after closure of case, then dispose of</p>
300.08	<p><u>LICENSE APPLICATIONS (COPIES)</u></p> <p>Dates: 1981 - Volume: 1 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by licence number</p> <p>This record series consists of copies of license applications for bartenders, applications for liquor license establishments, etc. and are retained for reference purposes when preparing case files.</p> <p>Recommendation: Retain for one year following expiration of license, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.09	<p><u>MONTHLY STATISTICAL REPORTS (COPIES OF MONTHLY STATISTICAL REPORTS FROM OTHER DIVISIONS)</u></p> <p>Dates: 1976 - Volume: 8 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Alphabetical by subject</p> <p>These are copies of statistical reports from other divisions and are filed by category.</p> <p>Recommendation: Retain for two years, then dispose of.</p>
300.10	<p><u>MONTHLY STATISTICAL REPORTS OF THE DETECTIVE DIVISION</u></p> <p>Dates: 1983 - Volume: 1/4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These reports include statistics on the number cases assigned, cases solved, arrests made, etc. The agency record copies are retained in Research and Development (see item 103.06).</p> <p>Recommendation: Retain for two years, then dispose of.</p>
300.11	<p><u>OFFICER'S DAILY ACTIVITY REPORTS</u></p> <p>Dates: 1983 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two years, then dispose of.</p>
300.12	<p><u>PERSONNEL FILES (DUPLICATES)</u></p> <p>Dates: 1977 - Volume: 3 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Contained in these files are the Detective Division's copies of employee personnel files. Included are copies of</p>

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300.13	<p data-bbox="228 401 1425 625">employee evaluations, leave requests, performance records, recommendations, etc. The agency record copies and the originals are filed respectively with the Administrative Services Bureau of the Police Department (see items 102.08 and 102.09 of this application) and the city's Personnel Department (see item 20 of the Personnel Department's Application for Authority to Dispose of Local Records).</p> <p data-bbox="228 653 1425 720">Recommendation: Retain for five years following termination of employment, then dispose of.</p> <p data-bbox="228 793 740 821"><u>SICK LEAVE REPORTS (COPIES)</u></p> <p data-bbox="228 852 954 978">Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="228 1010 1425 1077">The originals are filed with administration (attendance records).</p> <p data-bbox="228 1077 1425 1203">The agency record copies of attendance records are maintained by the Administrative Services Bureau of the Police Department (see items 102.01 Absentee Notices) and the originals are maintained by the city's Personnel Department.</p> <p data-bbox="228 1272 1279 1299">Recommendation: Retain for two years, then dispose of.</p>
300.14	<p data-bbox="228 1371 1013 1398"><u>TAVERN CLUB CHECKS (AGENCY RECORD COPIES)</u></p> <p data-bbox="228 1430 1131 1556">Dates: 1965 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by tavern</p> <p data-bbox="228 1587 1425 1713">This record series consists of police reports detailing officer's observations during checks of local taverns. The officers check to see if minors are present, if closing hours are observed, etc.</p> <p data-bbox="228 1745 1325 1772">Recommendation: Retain for three years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.15	<p data-bbox="240 401 805 432"><u>TELEPHONE MESSAGES (ORIGINALS)</u></p> <p data-bbox="240 464 961 594">Dates: 1975 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="240 625 1435 722">These are general telephone messages received for employees in the Detective Division (including messages from relatives, reminders of appointments, etc.).</p> <p data-bbox="240 753 1286 785">Recommendation: Retain for two years, then dispose of.</p>
300.16	<p data-bbox="240 852 730 884"><u>VEHICLE FILES (DUPLICATES)</u></p> <p data-bbox="240 915 1230 1045">Dates: 1983 - Volume: 1/4 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by vehicle number</p> <p data-bbox="240 1077 1435 1236">These files contain copies of traffic accident reports where a police vehicle was involved in the accident, case reports completed by the investigating officers, and photos of accident. The agency record copies are maintained by the Records Bureau.</p> <p data-bbox="240 1268 1435 1333">Recommendation: Retain until vehicle is sold, traded, or junked, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p data-bbox="443 405 997 430"><u>INVESTIGATIVE SERVICES BUREAU</u></p> <p data-bbox="500 468 938 493"><u>Community Services Unit</u></p>
310.01	<p data-bbox="233 562 1068 588"><u>ANNUAL STATISTICAL REPORTS (DIVISION COPIES)</u></p> <p data-bbox="233 625 954 751">Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="233 789 1429 882">This record series consists of the Community Services Unit's copy of the Annual Statistical Reports. The originals are filed with Research and Development (see item 130.02).</p> <p data-bbox="233 919 1318 945">Recommendation: Retain for seven years, then dispose of.</p>
310.02	<p data-bbox="233 1014 743 1039"><u>MONTHLY STATISTICAL REPORTS</u></p> <p data-bbox="233 1077 954 1203">Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="233 1241 1429 1367">These reports lists the number of presentations made by officers in the Community Services Unit, amount of materials distributed, etc. for such programs as "Officer Friendly", Operation D.A.R.E., etc.</p> <p data-bbox="233 1404 1279 1430">Recommendation: Retain for two years, then dispose of.</p>
310.03	<p data-bbox="233 1467 685 1493"><u>PERSONNEL FILES (COPIES)</u></p> <p data-bbox="233 1530 1166 1656">Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by employee</p> <p data-bbox="233 1694 1429 1850">The files include copies of personnel action forms, letters of commendation, letters of recommendation, discipline records, performance evaluations, etc. These are copies of records maintained in the personnel files by the Administrative Services Bureau of the Police Department (see</p>

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310.04	<p data-bbox="237 401 1430 499">items 102.08 and 102.09) and the city's Personnel Department (see item 20 of the Personnel Department's Application for Authority to Dispose of Local Records).</p> <p data-bbox="237 531 1430 596">Recommendation: Retain for five years following termination of employment, then dispose of.</p> <p data-bbox="237 661 1146 688"><u>RIDE-A-LONG WAIVER SHEETS (AGENCY RECORD COPIES)</u></p> <p data-bbox="237 724 959 852">Dates: 1976 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="237 888 1430 951">This is a waiver of responsibility that is signed by persons riding in police cars.</p> <p data-bbox="237 982 1430 1045">Recommendation: Retain for three years following expiration of waiver, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<u>INVESTIGATIVE SERVICES BUREAU</u>
	<u>Identification Unit</u>
320.01	<u>FINGERPRINT CARDS AND INDEX CARDS (ORIGINALS)</u> Dates: 1920 - Volume: 80 cu. ft. Annual Accumulation: 1 1/2 cu. ft. Arrangement: Numerical by classification number, Alphabetical by individual Recommendation: Retain for one year following death of subject or until subject reaches 80th birthday (whichever occurs first), then dispose of.
320.02	<u>LATENT FINGERPRINTS FROM THE SCENE OF A CRIME (ORIGINALS)</u> Dates: 1986 - Volume: 8 cu. ft. Annual Accumulation: 4 cu. ft. Arrangement: Alphabetical by location Recommendation: Retain for seven years, then dispose of except for lifts relating to <u>Non-expiring Statute of Limitation Cases</u> which are to be retained for eighty years, then dispose of.
320.03	<u>MUG SHOTS (ORIGINALS)</u> Dates: 1960 - Volume: 38 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Numerical by identification number Recommendation: Retain for one year following death of subject or until subject reaches 80th birthday (whichever occurs first), then dispose of.

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320.04	<p data-bbox="233 394 837 428"><u>MUG SHOT INDEX CARDS (ORIGINALS)</u></p> <p data-bbox="233 462 1208 588">Dates: 1960 - Volume: 16 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Alphabetical by individual</p> <p data-bbox="233 621 1430 718">This index is arranged alphabetically by the name of the subject and is used to locate mug shots which are filed numerically by identification number.</p> <p data-bbox="233 751 1430 848">Recommendation: Retain for one year following death of subject or until subject reaches 80th birthday (whichever occurs first), then dispose of.</p>
320.05	<p data-bbox="233 911 802 945"><u>MUG SHOT NEGATIVES (ORIGINALS)</u></p> <p data-bbox="233 978 1208 1104">Dates: 1972 - Volume: 5 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Numerical by arrest number</p> <p data-bbox="233 1138 1430 1234">Recommendation: Retain for one year following death of subject or until subject reaches 80th birthday (whichever occurs first), then dispose of.</p>
320.06	<p data-bbox="233 1297 1284 1331"><u>PHOTOGRAPHIC EVIDENCE FILES (ORIGINAL CASE FILE PHOTOS)</u></p> <p data-bbox="233 1365 1170 1491">Dates: 1984 - Volume: 63 cu. ft. Annual Accumulation: 14 cu. ft. Arrangement: Numerical by case number</p> <p data-bbox="326 1524 1341 1558">These are photographs that relate to a specific case.</p> <p data-bbox="233 1591 1430 1709">Recommendation: Retain photographs relating to <u>Non-expiring Statute of Limitation cases</u> for eighty years, then dispose of. Retain all other photographs contained in this record series for seven years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
320.07	<p data-bbox="233 401 857 424"><u>RECORD OF PHOTOGRAPHS (ORIGINALS)</u></p> <p data-bbox="233 464 959 590">Dates: 1977 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="233 625 1427 688">This record series consists of log books of photographs taken and used for film inventory control.</p> <p data-bbox="233 724 1321 747">Recommendation: Retain for seven years, then dispose of.</p>

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330.01	<u>INVESTIGATIVE SERVICES BUREAU</u>
	<u>Metro Narcotics Unit</u>
	<u>INTELLIGENCE CASE FILES AND RELATED INDEX (DUPLICATES)</u> Dates: 1958 - Volume: 16 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical This record series consists of case files on covert/undercover vice operations. Included in the case files are duplicate police reports and officers reports, which show activities observed by officers pertinent to the case. Photographs of activities relative to the subject and related newspaper articles may also be included as well as other duplicate supporting documents. The agency record copies of the police reports are retained in the Records Bureau. Recommendation: Retain for seven years, then dispose of provided no litigation is pending or anticipated.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p data-bbox="444 405 998 432"><u>INVESTIGATIVE SERVICES BUREAU</u></p> <p data-bbox="540 468 902 497"><u>Victim/Witness Unit</u></p>
340.01	<p data-bbox="235 564 1321 592"><u>ADMINISTRATIVE AND MISCELLANEOUS CORRESPONDENCE AND MEMOS</u></p> <p data-bbox="235 627 1148 756">Dates: 1977 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject</p> <p data-bbox="235 791 1430 1012">This record series consists the Victim/Witness Unit's copies of inner office memos, general orders, correspondence with other law enforcement and social agencies regarding subject matters such as the unit's procedures, guidelines and information to assist victims, and correspondence from the State's Attorney requesting information on victims and witnesses, etc.</p> <p data-bbox="235 1050 1430 1142">Recommendation: Retain for one, then dispose of records no longer possessing any further administrative, legal, fiscal, or historical value.</p>
340.02	<p data-bbox="235 1211 1203 1239"><u>ANNUAL STATISTICAL REPORTS (VICTIM/WITNESS PROGRAM)</u></p> <p data-bbox="235 1274 956 1400">Dates: 1977 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="235 1436 1430 1497">This report is a division copy. The originals are retained by Research and Development (see item 103.02).</p> <p data-bbox="235 1533 1318 1560">Recommendation: Retain for seven years, then dispose of.</p>
340.03	<p data-bbox="235 1593 1224 1621"><u>MONTHLY STATISTICAL REPORTS (VICTIM/WITNESS PROGRAM)</u></p> <p data-bbox="235 1656 956 1785">Dates: 1977 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="235 1820 1430 1881">This report is a division copy of the monthly program statistical reports shwoing the number of clients assisted,</p>

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340.04	<p>hours worked, etc. The originals are filed with Research and Development (see item 103.06).</p> <p>Recommendation: Retain for two years, then dispose of.</p> <p><u>INTAKE CASE FILES FOR THE VICTIM/WITNESS PROGRAM (ORIGINALS)</u></p> <p>Dates: 1977 - Volume: 28 cu. ft. Annual Accumulation: 3 cu. ft. Arrangement: Numerical by client number, Alphabetical by name of victim</p> <p>This record series consists of intake case files. Included in the case files are intake reports which show information such as the name, address, telephone number, etc. of victims or witnesses and copies of related police reports. This record series also includes files (case reports) on crime victims seeking compensation under the "Illinois Crime Victims Compensation Act".</p> <p>Recommendation: Retain for seven years after closure of case, then dispose of.</p>
340.05	<p><u>INTAKE CASE FILES INDEX (VICTIM/WITNESS PROGRAM) (ORIGINALS)</u></p> <p>Dates: 1977 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name of victim</p> <p>This record series consists of index cards used to cross-reference the Victim/Witness Program intake case files.</p> <p>Recommendation: Retain for seven years after closure of case, then dispose of.</p>
340.06	<p><u>ORDERS OF PROTECTION (AGENCY RECORD COPIES)</u></p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name of subject</p> <p>This record series consists of copies of orders of protection filed under the auspices of Article 112A of the</p>

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Illinois Criminal Code. The duration of Orders of Protection vary. Emergency Orders of Protection are issued for up to 14 days and Interim Orders are issued for up to 30 days. Plenary Orders entered in conjunction with a criminal prosecution shall state the appropriate duration as provided under 1987, Illinois Revised Statutes, Ch. 38, par. 112A-19(b). When a plenary order of protection expires upon the occurrence of a specified event, rather than upon a specified date as provided in subsection (b), the expiration date initially entered in Department of State Police records shall be two years from the date the order is issued. Any emergency, interim or plenary order of protection may be extended one or more times, as required, provided that the requirements of Section 112A-17, 112A-18, or 112A-19, as appropriate, are satisfied.

Recommendation: Retain for three years following duration of the order (if extended three years from the last expiration date), then dispose of.

340.07

PERSONNEL FILES (DIVISION COPIES)

Dates: 1977 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by employee

This record series consists of duplicate copies of personnel files of employees in the Victim Witness Unit. Included are copies of personnel action forms, letters of complaints and recommendations, performance evaluations, etc. The agency record copies and the original personnel files are retained respectively by the Administrative Services Bureau of the Police Department (see items 102.08 and 102.09 of this application) and the city's Personnel Department (see item 20 of the Personnel Department's Application for Authority to Dispose of Local Records).

Recommendation: Retain for five years following termination of employment, then dispose of.

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350.01	<div data-bbox="446 390 1000 422"><u>INVESTIGATIVE SERVICES BUREAU</u></div> <div data-bbox="589 455 857 487"><u>Youth Division</u></div> <div data-bbox="237 554 979 585"><u>ADMINISTRATIVE CORRESPONDENCE AND MEMOS</u></div> <div data-bbox="237 617 1149 743"><p>Dates: 1975 - Volume: 2 cu. ft. Annual Accumulation: 1/4 cu. ft. Arrangement: Alphabetical by subject</p><p>This record series consists of the Youth Division's copies of inner office memos; general orders; and correspondence with other city departments, other law enforcement agencies requesting information on individuals from the Rockford area, requests for information on juvenile related issues and policies of the Rockford Police Department, etc.</p><p>Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative, legal, fiscal, or historical value.</p></div> <tr><td data-bbox="19 1167 139 1194">350.02</td><td><div data-bbox="237 1167 1036 1199"><u>JUVENILE ARREST DATABASE FILES (ORIGINALS)</u></div><div data-bbox="237 1230 1422 1388"><p>Dates: 1968 - Volume: N/A Annual Accumulation: N/A Arrangement: Alphabetical by name of the juvenile, Numerical by case number</p><p>This record series consists of data (i.e. name, address, aliases, dates of arrest, charges, name of legal guardian or parent, etc.) stored on computer concerning the arrest of juveniles by the Department.</p><p>Recommendation: Retain data for one year after subject reaches legal age (17), then delete data from the data base.</p></div></td></tr>	350.02	<div data-bbox="237 1167 1036 1199"><u>JUVENILE ARREST DATABASE FILES (ORIGINALS)</u></div> <div data-bbox="237 1230 1422 1388"><p>Dates: 1968 - Volume: N/A Annual Accumulation: N/A Arrangement: Alphabetical by name of the juvenile, Numerical by case number</p><p>This record series consists of data (i.e. name, address, aliases, dates of arrest, charges, name of legal guardian or parent, etc.) stored on computer concerning the arrest of juveniles by the Department.</p><p>Recommendation: Retain data for one year after subject reaches legal age (17), then delete data from the data base.</p></div>
350.02	<div data-bbox="237 1167 1036 1199"><u>JUVENILE ARREST DATABASE FILES (ORIGINALS)</u></div> <div data-bbox="237 1230 1422 1388"><p>Dates: 1968 - Volume: N/A Annual Accumulation: N/A Arrangement: Alphabetical by name of the juvenile, Numerical by case number</p><p>This record series consists of data (i.e. name, address, aliases, dates of arrest, charges, name of legal guardian or parent, etc.) stored on computer concerning the arrest of juveniles by the Department.</p><p>Recommendation: Retain data for one year after subject reaches legal age (17), then delete data from the data base.</p></div>		

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350.03	<p data-bbox="241 401 1036 426"><u>JUVENILE CASE FILE INDEX CARDS (ORIGINALS)</u></p> <p data-bbox="241 464 1174 590">Dates: 1968 - Volume: 5 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by juvenile</p> <p data-bbox="241 627 1437 753">This record series consists of indices (card files) to juvenile case files which are separated by categories (type of charge/case): morals charges, child abuse, missing children, prostitution, etc.</p> <p data-bbox="241 791 1437 850">Recommendation: Retain for one year after subject reaches legal age (17), then dispose of.</p>
350.04	<p data-bbox="241 917 1174 942"><u>MISSING CHILDREN FILES DATABASE FILES (ORIGINALS)</u></p> <p data-bbox="241 980 1118 1106">Dates: 1985 - Volume: N/A Annual Accumulation: N/A Arrangement: Alphabetical by child</p> <p data-bbox="241 1144 1437 1236">This record series contain files on missing children stored on computer. Included are photographs, if available, name, address, and physical description of the juvenile, etc.</p> <p data-bbox="241 1274 1437 1333">Recommendation: Retain for one year after cancellation of report, then dispose of.</p>
350.05	<p data-bbox="241 1400 984 1425"><u>MUG SHOTS OF JUVENILE SUBJECTS (COPIES)</u></p> <p data-bbox="241 1463 1174 1589">Dates: 1975 - Volume: 1 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by juvenile</p> <p data-bbox="241 1627 1437 1686">The original record is filed in the Identification Unit. These are copies for reference use by the Youth Division.</p> <p data-bbox="241 1724 1437 1816">Recommendation: Retain copies until administrative use is complete, then dispose of provided the original record is retained by the Identification Section (see item 320.03).</p>

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350.06

OFFICERS REPORTS (COPIES)

Dates: 1966 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by subject

These reports are used for internal communications by officers to report to the Chief's Office incidents or problems which do not result in a case report being created. Agency record copies of Officer's Reports are filed with the Bureau of Administrative Services (see item 103.09).

Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative, legal, or historical value.

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	<p data-bbox="451 409 1003 436"><u>COMMUNICATIONS/RECORDS BUREAU</u></p> <p data-bbox="508 472 946 499"><u>Communications Division</u></p>
400.01	<p data-bbox="240 573 963 600"><u>BURGLAR ALARM APPLICATIONS (ORIGINALS)</u></p> <p data-bbox="240 636 1195 762">Dates: 1960 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by applicant</p> <p data-bbox="240 793 1433 856">Recommendation: Retain for one year following expiration of the application, then dispose of.</p>
400.02	<p data-bbox="240 898 886 926"><u>L.E.A.D.S. ENTRY CARDS (ORIGINALS)</u></p> <p data-bbox="240 961 964 1087">Dates: 1982 - Volume: 3 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological</p> <p data-bbox="240 1119 1433 1182">These cards are used for entering information into L.E.A.D.S.</p> <p data-bbox="240 1213 1433 1339">Recommendation: Accumulation may be disposed of when all administrative use has expired and provided all Department of State Police audits of the L.E.A.D.S. system, if required, have been completed.</p>
400.03	<p data-bbox="240 1381 1195 1409"><u>L.E.A.D.S./N.C.I.C. RECORDS (AGENCY RECORD COPIES)</u></p> <p data-bbox="240 1444 964 1570">Dates: 1984 - Volume: 4 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological</p> <p data-bbox="337 1602 1195 1629">This record series consists of the following:</p> <p data-bbox="240 1665 1357 1728">A. <u>CANCELLED L.E.A.D.S./N.C.I.C. COMPUTERIZED "HOT FILES"</u> (ORIGINALS)</p> <p data-bbox="240 1759 1433 1885">These reports are computer printouts showing all L.E.A.D.S. (Law Enforcement Administration Data System) and N.C.I.C. (National Crime Information Center) messages which were cancelled during the reporting period, along with</p>

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	<p>recovery/apprehension data and other facts related to the cancellation of a record.</p> <p>B. <u>L.E.A.D.S. DAILY BULLETINS (AGENCY RECORD COPIES)</u></p> <p>The Daily Bulletins are printouts received from the Illinois State Police relative to L.E.A.D.S. user services, such as notification of upcoming L.E.A.D.S. training sessions, lists of the number of records purged by the agency during the month, lists of new agencies which have joined L.E.A.D.S. and notification of system changes, etc.</p> <p>C. <u>L.E.A.D.S. DIRECTED MESSAGES FILES (AGENCY RECORD COPIES)</u></p> <p>The Directed Messages Files are computer printouts which document the transmission of directed messages to other law enforcement agencies in the L.E.A.D.S. system. These reports are also known as Administrative Messages Files.</p> <p>D. <u>L.E.A.D.S./N.C.I.C. "HIT FILE" (AGENCY RECORD COPIES)</u></p> <p>These printouts document "Hits" on L.E.A.D.S. or N.C.I.C. A "hit" occurs when dispatch searches the L.E.A.D.S. or N.C.I.C. data system for and finds a warrant on file on a person stopped by an officer, a report that the vehicle being driven by a person stopped by the officer has been reported stolen or the plates on the vehicle have been reported as stolen, a person an officer has stopped or found has been reported as a "missing person," etc. "Hits" are classified as follows:</p> <p>"Q or Z Hit" (Subject or Property in Custody) -- As soon as possible after an agency receives a positive hit response to an inquiry, the agency receiving the hit message must contact the Originating Authority of the record to confirm the status of the record. The inquiring agency must also insure that the record, in fact, pertains to the same subject, vehicle, property, etc. which is in custody.</p> <p>"O Hit" (Subject or Property is Not in Custody) -- When the inquiring agency receives a hit by Q inquiry on L.E.A.D.S., but does not have the person, vehicle, or property in custody, the inquiring agency must notify the Originating Agency of that fact. A Q-Hit on a L.E.A.D.S. record causes the originator of the record to receive automatic notification of who hit the record and therefore the originating agency expects a response from the inquiring agency.</p>

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	<p>Location -- A confirmed hit with the subject, vehicle, or property in custody requires that the agency receiving the hit immediately perform a Locate Transaction against all records that were determined to be applicable.</p> <p>E. <u>ILLINOIS L.E.A.D.S. VALIDATION LISTINGS AND RELATED DATA</u> (AGENCY RECORD COPIES)</p> <p>The Validation Listings are computer printouts which list all the entries into the L.E.A.D.S./N.C.I.C. systems which were made by the Police Department during the month relative to stolen property, wanted persons, and missing persons in the following categories:</p> <table> <tr><td>1) articles</td><td>- serialized</td></tr> <tr><td>2) articles</td><td>- unserialized</td></tr> <tr><td>3) boats</td><td>- stolen</td></tr> <tr><td>4) boats</td><td>- no boat hull number</td></tr> <tr><td>5) guns</td><td>- stolen/missing</td></tr> <tr><td>6) guns</td><td>- recovered</td></tr> <tr><td>7) license plates</td><td>- multi-year</td></tr> <tr><td>8) license plates</td><td>- other</td></tr> <tr><td>9) persons</td><td>- wanted</td></tr> <tr><td>10) persons</td><td>- temporary (no warrant)</td></tr> <tr><td>11) persons</td><td>- missing (emancipated and unemancipated)</td></tr> <tr><td>12) persons</td><td>- incarcerated</td></tr> <tr><td>13) persons</td><td>- accident victim</td></tr> <tr><td>14) persons</td><td>- unidentified</td></tr> <tr><td>15) securities</td><td>- travelers checks and money orders</td></tr> <tr><td>16) securities</td><td>- all others</td></tr> <tr><td>17) vehicles</td><td>- stolen/missing vehicles and parts</td></tr> <tr><td>18) vehicles</td><td>- felony/vehicles</td></tr> <tr><td>19) vehicles</td><td>- towed/impounded</td></tr> <tr><td>20) vehicles</td><td>- no VIN number</td></tr> </table> <p>These reports are provided to any participating agency by the Illinois State Police.</p> <p>Per the provisions of the Illinois Administrative Code, Title 20, Chapter II, Part 40.80, the agency is to compare the data in each record with the information in its case files relative to each entry and whenever possible interview the original complainant.</p>	1) articles	- serialized	2) articles	- unserialized	3) boats	- stolen	4) boats	- no boat hull number	5) guns	- stolen/missing	6) guns	- recovered	7) license plates	- multi-year	8) license plates	- other	9) persons	- wanted	10) persons	- temporary (no warrant)	11) persons	- missing (emancipated and unemancipated)	12) persons	- incarcerated	13) persons	- accident victim	14) persons	- unidentified	15) securities	- travelers checks and money orders	16) securities	- all others	17) vehicles	- stolen/missing vehicles and parts	18) vehicles	- felony/vehicles	19) vehicles	- towed/impounded	20) vehicles	- no VIN number
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10) persons	- temporary (no warrant)																																								
11) persons	- missing (emancipated and unemancipated)																																								
12) persons	- incarcerated																																								
13) persons	- accident victim																																								
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	<p>The original copies of the L.E.A.D.S. Validation Listing are marked to indicate which records are active and which records have been cancelled. Failure of an agency to comply with the validation regulations results in the purging of all records entered into L.E.A.D.S. by that agency.</p> <p>This record series also includes Purge Listings of Non-validated L.E.A.D.S. records, which lists all L.E.A.D.S. entries which have been overdue for validation for at least 90 days. The report shows the L.E.A.D.S. numbers, case numbers, the type of each case, and case specific identifying information.</p> <p>Also included in this series are Validated Overdue Listings which list records that are overdue and have been validated.</p> <p>Recommendation:</p> <p>Retain cancelled L.E.A.D.S./N.C.I.C. messages for one year after the date of cancellation, then dispose of.</p> <p>Retain L.E.A.D.S. Daily Bulletins for two years, then dispose of.</p> <p>Retain Directed Messages (a.k.a. Administrative Message) printouts for one year, then dispose of.</p> <p>Retain printouts on operational inquiries on an individual or property which yields a valid positive response (hit) for a minimum of seven years or until all possible levels of appeal are exhausted or the possibility of a civil suit is no longer anticipated, whichever is longer, then dispose of.</p> <p>Retain printouts concerning validated computer hot files for eighteen months, then dispose of provided no litigation is pending or anticipated.</p> <p>Retain printouts of Purge Listings of non-validated L.E.A.D.S. records for two years, then dispose of.</p> <p>Retain printouts of Validated Overdue Listings for ninety days, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.04	<u>RADIO FREQUENCY CHECK (AGENCY RECORD COPIES)</u> Dates: 1975 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological This form is used to record frequency checks of police radios to ensure radios are operating at the proper frequencies. Recommendation: Retain for one year, then dispose of unless violations are noted by the F.C.C. in which case they are to be retained until release is granted by the F.C.C.
400.05	<u>RADIO TRANSMISSION TAPES (ORIGINALS)</u> Dates: 1988 - Volume: N/A Annual Accumulation: N/A Arrangement: Chronological Recommendation: Retain for at lease thirty days, then dispose of providing summaries are recorded in a radio transmission log.
400.06	<u>TELETYPE LOGS (L.E.A.D.S.) (AGENCY RECORD COPIES)</u> Dates: 1984 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological This record series consists of logs of L.E.A.D.S. teletype messages received by the department. The teletype messages are retained by the Records Bureau see item 410.28. Recommendation: Retain for three years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.07	<u>WARRANT AND DEFENDANT FILE SHEETS (AGENCY RECORD COPIES)</u> Dates: 1982 - Volume: 18 cu. ft. Annual Accumulation: 3 cu. ft. Arrangement: Numerical by warrant number These files include arrest warrants with attached defendant file sheets which show the physical description of the subject as provided by the complainant. Recommendation: Retain for three years following service of warrant, then dispose of.
400.08	<u>WARRANT FILE INDEX CARDS (AGENCY RECORD COPIES)</u> Dates: 1982 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by individual These are reference index cards for warrant files. Recommendation: Retain for three years following service, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p style="text-align: center;"><u>COMMUNICATIONS/RECORDS BUREAU</u></p> <p style="text-align: center;"><u>Records Division</u></p>
410.01	<p><u>ADMINISTRATIVE CORRESPONDENCE AND MEMOS</u></p> <p>Dates: 1988 - Volume: 1/2 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Alphabetical by subject</p> <p>This record series contains files which include division copies of memos, general orders, and correspondence from city departments; local, state, and federal law enforcement agencies, local businesses, etc.</p> <p>Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative, legal, or historical value.</p>
410.02	<p><u>ARREST CARDS (ORIGINALS)</u></p> <p>Dates: 1930 - 1983 Volume: 251 cu. ft. Annual Accumulation: Obsolete Arrangement: Chronological, Alphabetical by name of the subject</p> <p>These cards contain information duplicated in the People File (see item 410.22).</p> <p>Recommendation: Retain for one year after death of subject or until subject reaches 80th birthday (whichever occurs first), then dispose of.</p>
410.03	<p><u>BICYCLE INDEX CARDS (ORIGINALS)</u></p> <p>Dates: 1975 - Volume: 5 cu. ft. Annual Accumulation: 1/4 cu. ft. Arrangement: Numerical by serial number, Alphabetical by manufacturer</p> <p>These are index cards containing information on bicycle registrations filed with the city and are used to identify lost</p>

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	<p>lost or stolen bicycles recovered by the department.</p> <p>Recommendation: Retain for one year after disposition (sale by department, junked, or returned to owner) of the bicycle, then dispose of.</p> <p>410.04 <u>BUSINESS FILE (COMPUTER PRINTOUTS)</u></p> <p>Dates: 1974 only Volume: 1/4 cu. ft. Annual Accumulation: Obsolete Arrangement: Alphabetical by business</p> <p>This record series consists of a listing of Rockford area businesses that were victimized by crime in 1974. These records are now incorporated in the "People File", see item 410.22.</p> <p>Recommendation: Dispose of accumulation.</p>
410.05	<p><u>CASE FILE REPORTS AND INVESTIGATIONS (INCLUDING OFFICERS REPORTS AND RELATED SUPPLEMENTARY REPORTS) (AGENCY RECORD COPIES)</u></p> <p>Dates: 1943 - Volume: 554 cu. ft. Annual Accumulation: 70 cu. ft. Arrangement: Numerical by case number</p> <p>This record series consists of officer's case files and supplementary reports. Detective's notes may also be included. <u>Homicide Reports are maintained separately, see item 410.04.</u></p> <p>Recommendation: Retain for seven years, then dispose of <u>except for</u> those reports/cases relating to the prosecution of the following offenses:</p> <ul style="list-style-type: none">a) involuntary manslaughterb) reckless homicidec) treasond) arsone) forgery

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	<p>f) theft involving breach of a fiduciary obligation where the aggrieved party has been declared to have a legal disability</p> <p>for which there are no Statute of Limitations for Prosecution (see "Illinois Criminal Codes," Section 3-5, General Limitations) and cases in which time limits for prosecution of the offenses described therein may be extended under the provision of the "Illinois Criminal Code," Section 3-6 (2)c, d, and e, Extended Limitations.</p> <p>Retain reports/case files for which there are no Statute of Limitations (first-degree murder, second-degree murder, involuntary manslaughter, reckless homicide, treason, and forgery) and reports/case files on thefts involving breach of a fiduciary obligation where the aggrieved party has been declared to have a legal disability for eighty years, then dispose of.</p> <p>Retain reports/case files where the aggrieved party is a minor for which extended limitations for prosecution apply under Section 3-6 (2) c, d, and e of the "Illinois Criminal Code" for twenty-two years, then dispose of.</p>
410.06	<p><u>CASE REPORT INDEX CARDS (ORIGINALS)</u></p> <p>Dates: (1943 - 1975) Volume: 1/2 cu. ft., 32 microfilm cartridges Annual Accumulation: Obsolete Arrangement: Alphabetical by subject</p> <p>This file is an alphabetical index to case reports.</p> <p>Recommendation: Dispose of with case report. (See Item 410.05)</p>
410.07	<p><u>CASH RECEIPTS (ORIGINALS)</u></p> <p>Dates: 1977 - Volume: 6 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Numerical by receipt number</p> <p>Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
410.08	<p><u>COMPUTER USER LOGS (ORIGINALS)</u></p> <p>Dates: 1987 - Volume: 2 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological</p> <p>This record series consists of logs listing the names of employees making entries into the department's Police Records Computer System. Also included is the name of the source agency and a summary of the information being entered.</p> <p>Recommendation: Retain for two years, then dispose of.</p>
410.09	<p><u>CRIMINAL HISTORY LISTINGS (AGENCY RECORD COPIES)</u></p> <p>Dates: (1974 - 1984) Volume: N/A Annual Accumulation: N/A Arrangement: Alphabetical by name of subject</p> <p>This record series consists of C.O.M. (computer output microfilm) containing local criminal history records. Since 1985, this record is has been maintained by the Winnebago County Sheriff's Department.</p> <p>Recommendation: Retain for one year after death of subject or until subject reaches 80th birthday (whichever occurs first), then dispose of.</p>
410.10	<p><u>DAILY DISPATCH TICKETS (ALSO CALLED DAILY INCIDENT REPORTS) (COMPUTER PRINTOUTS) (AGENCY RECORD COPIES)*</u></p> <p>Dates: 1986 - Volume: 65 cu. ft. Annual Accumulation: 25 cu. ft. Arrangement: Chronological</p> <p>This record is a computer printout of all dispatch calls listing the nature of the call (incident), location of incident (address), date and time of dispatch, time the units arrived and left the scene, code number, name of person making the call (if known), result (whether or not report was created), case report number (if report was written), and</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
410.11	<p data-bbox="235 394 1425 464">relevant notes. Also called daily complaints (from previous application).</p> <p data-bbox="235 495 1276 527">Recommendation: Retain for two years, then dispose of.</p> <p data-bbox="235 592 1166 623"><u>FIREARM TRANSACTION RECORD (AGENCY RECORD COPIES)</u></p> <p data-bbox="235 657 956 785">Dates: 1987 - Volume: 1/2 cu. ft. Annual Accumulation: 1/4 cu. ft. Arrangement: Chronological</p> <p data-bbox="235 816 1430 945">This record consists of photocopies of reports of sales of firearms by local merchants. The originals are retained by the gun merchants. The information listed on the sales report from the merchant is the transferred to the gun index cards.</p> <p data-bbox="235 976 1430 1045">Recommendation: Retain for one year after information is transferred to gun index cards, then dispose of.</p>
410.12	<p data-bbox="235 1110 748 1142"><u>GUN INDEX CARDS (ORIGINALS)</u></p> <p data-bbox="235 1176 1430 1360">Dates: 1974 - Volume: 5 cu. ft. Annual Accumulation: 1/4 cu. ft. Arrangement: Alphabetical by make of weapon, Alphabetical by name of the owner, Numerical by serial number</p> <p data-bbox="235 1392 1430 1491">These index cards list information from copies of firearm transaction record sheets provided by local weapons vendors. (See also item 110.07)</p> <p data-bbox="235 1522 919 1554">Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
410.13	<p><u>GUN REGISTRATION LOG (COMPUTER PRINTOUTS) (AGENCY RECORD COPIES)</u></p> <p>Dates: 1977 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by owner, Numerical by serial number</p> <p>This is a computer printout of gun registration lists for the Rockford area listing owners names, type of weapon registered, and serial number. The record is updated periodically.</p> <p>Recommendation: Retain until superseded by a new list, then dispose of.</p>
410.14	<p><u>HOMICIDE INVESTIGATION CASE FILES (AGENCY RECORD COPIES)</u></p> <p>Dates: 1950 - Volume: 18 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Numerical by case number</p> <p>These files contain all records relating to homicide investigations including case reports, related supplementary reports, detective's notes, photographs, witness statements, etc.</p> <p>Recommendation: Retain for eighty years, then dispose of.</p>
410.15	<p><u>ILLINOIS UNIFORM CRIME REPORT MANAGEMENT INFORMATION SYSTEM (ANNUAL REPORTS) (AGENCY RECORD COPIES)</u></p> <p>Dates: 1972 - Volume: 4 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological</p> <p>This is a report from the Illinois State Police summarizing crime statistics for the calendar year in the Rockford area. Statistics include all crimes and are broken down by sex, age, race, etc.</p> <p>Recommendation: Retain for one year, then dispose of providing the statistical information is verified and audited.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
410.16	<p data-bbox="240 415 1432 510"><u>ILLINOIS UNIFORM CRIME REPORT MANAGEMENT INFORMATION SYSTEM (QUARTERLY, MONTHLY, AND SEMIANNUAL REPORTS) (AGENCY RECORD COPIES)</u></p> <p data-bbox="240 541 961 667">Dates: 1972 - Volume: 20 cu. ft. Annual Accumulation: 6 cu. ft. Arrangement: Chronological</p> <p data-bbox="240 699 1432 930">These reports received from the Illinois State Police summarize crime statistics for the calendar month, quarter, or half-year in the Rockford area. Included are statistics on crimes which are broken down by type of offense, age, race, sex, etc. These reports are created pursuant to provisions in the Illinois "Criminal Identification and Investigation Act" (<u>1987, Illinois Revised Statutes, Ch. 38, par. 206-8</u>).</p> <p data-bbox="240 961 1432 1024">Recommendation: Retain for one year, then dispose of providing the information is verified with the annual reports.</p>
410.17	<p data-bbox="240 1092 1432 1155"><u>ILLINOIS UNIFORM TRAFFIC TICKETS (AGENCY RECORD COPIES AND DISPOSITION COPIES)</u></p> <p data-bbox="240 1186 961 1312">Dates: 1986 - Volume: 8 cu. ft. Annual Accumulation: 3 cu. ft. Arrangement: Chronological</p> <p data-bbox="240 1344 1286 1375">Recommendation: Retain for two years, then dispose of.</p>
410.18	<p data-bbox="240 1444 1432 1507"><u>INSURANCE COMPANY REQUESTS FOR POLICE REPORTS (AGENCY RECORD COPIES)</u></p> <p data-bbox="240 1539 961 1665">Dates: 1987 - Volume: 5 1/2 cu. ft. Annual Accumulation: 3 cu. ft. Arrangement: Chronological</p> <p data-bbox="240 1696 1432 1791">This record series consists of written requests from insurance companies for copies of police case reports relating to motor vehicle accidents, thefts, and burglaries.</p> <p data-bbox="240 1822 1286 1854">Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
410.19	<p data-bbox="240 394 902 426"><u>LIQUOR LICENSE APPLICANTS (COUNTY)*</u></p> <p data-bbox="240 457 963 590">Dates: 1984 - 1988 Volume: 1/4 cu. ft. Annual Accumulation: Obsolete Arrangement: Chronological</p> <p data-bbox="240 621 1433 877">This is a copy of forms completed by persons applying for liquor licenses who were fingerprinted as part of license application process between 1984 and 1988. These forms included the applicant's name, home address, social security number, home telephone number, business name and address, telephone number of the business, whether or not the applicant had ever been issued a prior liquor license and if so when and where, whether the applicant had ever been arrested or not, etc.</p> <p data-bbox="240 909 1167 940">Recommendation: Accumulation may be disposed of.</p>
410.20	<p data-bbox="240 1010 1268 1041"><u>LOG SHEETS FOR OUTGOING REPORTS (AGENCY RECORD COPIES)</u></p> <p data-bbox="240 1073 963 1205">Dates: 1984 - Volume: 1 cu. ft. Annual Accumulation: 1/4 cu. ft. Arrangement: Chronological</p> <p data-bbox="240 1236 1433 1302">These logs are to be signed by anyone requesting a copy of a report.</p> <p data-bbox="240 1333 1289 1365">Recommendation: Retain for two years, then dispose of.</p>
410.21	<p data-bbox="240 1428 1175 1459"><u>PARKING TICKET ARREST LOGS (AGENCY RECORD COPIES)</u></p> <p data-bbox="240 1491 963 1623">Dates: 1974 - Volume: 3 1/2 cu. ft. Annual Accumulation: 1/4 cu. ft. Arrangement: Chronological</p> <p data-bbox="240 1654 1433 1719">This record consists of a computer printout log of all parking tickets issued by the department.</p> <p data-bbox="240 1751 1330 1782">Recommendation: Retain for three years, then dispose of.</p>

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410.22	<p data-bbox="245 415 927 447"><u>"PEOPLE FILE" (AGENCY RECORD COPIES)</u></p> <p data-bbox="245 478 1435 638">Dates: 1972 - Volume: 16 cu. ft. Annual Accumulation: 4 cu. ft. Arrangement: Chronological, Alphabetical by name of individual</p> <p data-bbox="245 674 1435 865">This record series serves as an index to police case files. Included are computer printouts, computer output microfilm (COM), and diskettes. Within each year, file is an alphabetical listing of all names appearing on reports: included are the names of defendants, victims, and witnesses and the case numbers that the name applies to.</p> <p data-bbox="245 900 1435 993">Recommendation: Retain for one year after death of subject or until subject reaches 80th birthday (whichever occurs first), then dispose of.</p>
410.23	<p data-bbox="245 1060 1037 1092"><u>RADIO DISPATCH LOGS (AGENCY REOCDR COPIES)</u></p> <p data-bbox="245 1123 963 1251">Dates: 1986 - Volume: 38 cu. ft. Annual Accumulation: 13 cu. ft. Arrangement: Chronological</p> <p data-bbox="245 1287 1435 1379">This record series consists of logs listing the times of calls, unit dispatched, code number, etc. The record is similar to the daily dispatch tickets.</p> <p data-bbox="245 1415 1284 1446">Recommendation: Retain for two years, then dispose of.</p>
410.24	<p data-bbox="245 1480 1268 1512"><u>RECAP LOGS (COMPUTER PRINTOUTS) (AGENCY RECORD COPIES)</u></p> <p data-bbox="245 1543 963 1671">Dates: 1983 - Volume: 8 cu. ft. Annual Accumulation: 1 1/2 cu. ft. Arrangement: Chronological</p> <p data-bbox="245 1707 1435 1873">This record series consists of computer printouts showing a statistical recap log of all dispatched radio calls where a case report was written. Information includes incident title (burglary, theft, rape, etc.), case report number, date of incident, location (address), and unit(s) dispatched. The log</p>

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	<p>is used for statistical reference purposes only primarily to prepare the monthly reports.</p> <p>Recommendation: Retain for two years, then dispose of</p>
410.25	<p><u>REGISTER OF PRISONERS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1973 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of copies of prison registers from the county jail. The originals are maintained by Winnebago County Sheriff.</p> <p>Recommendation: Retain for five years, then dispose of.</p>
410.26	<p><u>REPORT OF MOTOR VEHICLE TRAFFIC ACCIDENTS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1981 - Volume: 76 cu. ft. Annual Accumulation: 10 cu. ft. Arrangement: Chronological</p> <p>This record series consists of case reports of motor vehicle traffic accidents. A copy is forwarded to the Illinois Department of Transportation.</p> <p>Recommendation: Retain for seven years, then dispose of.</p>
410.27	<p><u>"SQUEAL" SHEETS (COPIES)</u></p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>The "Squeal" Sheets list what transpired in the previous sixteen hours and other pertinent information for the on-coming shift. The originals are retained by Evidence and Property.</p> <p>Recommendation: Retain for one year, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
410.28	<p data-bbox="240 405 1230 436"><u>TELETYPE MESSAGE (L.E.A.D.S.) (AGENCY RECORD COPIES)</u></p> <p data-bbox="240 470 963 600">Dates: 1986 - Volume: 5 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological</p> <p data-bbox="240 634 1432 793">These are messages received from Illinois State Police L.E.A.D.S. (Law Enforcement Administration Data System) over teletype, providing information on suspects, missing persons, crime bulletins, etc. The Communications Division retains the teletype logs as per item 400.06.</p> <p data-bbox="240 827 1432 888">Recommendation: Retain for one year after message is fulfilled, then dispose of.</p>
410.29	<p data-bbox="240 953 1092 984"><u>TRAFFIC ACCIDENT LISTS (AGENCY RECORD COPIES)</u></p> <p data-bbox="240 1018 1432 1178">Dates: 1973 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological then Alphabetical by name of the driver</p> <p data-bbox="240 1211 1432 1308">This record consists of computer printouts listing all motor vehicle traffic accidents by driver within any calendar year.</p> <p data-bbox="240 1341 1321 1373">Recommendation: Retain for seven years, then dispose of.</p>
410.30	<p data-bbox="240 1404 1076 1436"><u>VEHICLE REPAIR ORDERS (AGENCY RECORD COPIES)</u></p> <p data-bbox="240 1470 963 1600">Dates: 1985 - Volume: 6 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological</p> <p data-bbox="240 1633 1432 1694">These are original records; duplicates are maintained by city garage (Public Works Department)</p> <p data-bbox="240 1728 1432 1789">Recommendation: Retain for sixty days following completion of work, then dispose of.</p>

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DESCRIPTION OF ITEMS OR RECORD SERIES

COMMUNICATIONS/RECORDS BUREAU

RECORDS DIVISION
Governing Board Records

BACKGROUND MATERIAL - GOVERNING BOARD (ORIGINALS)

Dates: (1977-1985)
Volume: 6 cu. ft.
Annual Accumulation: Obsolete
Arrangement: Chronological

This record series includes all records used to establish the Governing Board, such as hearings (originals), studies (originals), copies of outgoing and incoming correspondence, and information concerning creation of the Governing Board (i.e. newspaper articles concerning the merger, surveys, notes and copies of studies from other agencies where such joint ventures have been studied and/or undertaken. The record centers of the Rockford Police Department and the Winnebago County Sheriff's Department were previously combined, thus establishing the Public Safety Bureau. The Public Safety Bureau was abolished in 1985 and the records center was placed under control of the Rockford Police Department.

Recommendation: Retain original hearing records permanently. Retain the final study report by the Governing Board permanently. Retain miscellaneous background materials (correspondence, copies of reports, newspaper articles, notes, etc.) until all administrative value has expired, then dispose of.

CONTRACTS AND AGREEMENTS FOR GOODS AND SERVICES - GOVERNING BOARD

Dates: (1977-1985)
Volume: 2 cu. ft.
Annual Accumulation: Obsolete
Arrangement: Alphabetical by subject

Recommendation: Retain for ten years after termination or discharge of the terms of the contract or agreement, then dispose of.

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411.03	<p><u>COST SHARING RECORDS - GOVERNING BOARD (AGENCY RECORD COPIES)</u></p> <p>Dates: (1977-1985) Volume: 4 cu. ft. Annual Accumulation: Obsolete Arrangement: Chronological</p> <p>These fiscal reports show how expenses for operation of the records center were divided between the Rockford Police Department and the Winnebago County Sheriff's Department.</p> <p>Recommendation: Retain for seven years, then dispose of.</p>
411.04	<p><u>PURCHASE ORDERS, REQUISITIONS, AND COPIES OF PAID BILLS - GOVERNING BOARD (AGENCY RECORD COPIES)</u></p> <p>Dates: (1977-1985) Volume: 4 cu. ft. Annual Accumulation: Obsolete Arrangement: Chronological</p> <p>Recommendation: Accumulation may be disposed of.</p>
411.05	<p><u>STUDIES BY PRIVATE CONSULTANTS, LOCAL GOVERNMENT AGENCIES, STATE AGENCIES, AND FEDERAL AGENCIES PREPARED FOR THE GOVERNING BOARD (AGENCY RECORD COPIES)</u></p> <p>Dates: (1976-1985) Volume: 1/2 cu. ft. Annual Accumulation: Obsolete Arrangement: Alphabetical by subject</p> <p>These are studies and surveys relating to records management in law enforcement agencies.</p> <p>Recommendation: Retain one copy of each survey or study until all administrative value has expired, then dispose of.</p>

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	<p data-bbox="454 407 1006 438" style="text-align: center;"><u>COMMUNICATIONS/RECORDS BUREAU</u></p> <p data-bbox="557 472 901 504" style="text-align: center;"><u>Report Review Unit</u></p> <p data-bbox="34 569 563 600">420.01 <u>ADULT ARREST LOGS</u></p> <p data-bbox="245 632 964 762">Dates: 1981 - Volume: 2 cu. ft. Annual Accumulation: 1/4 cu. ft. Arrangement: Chronological</p> <p data-bbox="245 793 1433 921">This record series consists of logs of adults arrested; lists case number, adult arrested, date and time of arrest, and arresting officer(s). This report is used for reference by officers and the news media.</p> <p data-bbox="245 955 1321 987">Recommendation: Retain for seven years, then dispose of.</p> <p data-bbox="34 1052 636 1083">420.02 <u>CASE REPORTS (COPIES)</u></p> <p data-bbox="245 1115 1175 1245">Dates: 1983 - Volume: 12 cu. ft. Annual Accumulation: 10 cu. ft. Arrangement: Alphabetical by category</p> <p data-bbox="245 1276 1433 1339">These are copies of case reports filed by category; used to provide information to police officers and the news media.</p> <p data-bbox="245 1371 1433 1465">Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative, legal, or historical value.</p> <p data-bbox="34 1499 618 1530">420.03 <u>JUVENILE ARREST LOGS</u></p> <p data-bbox="245 1562 964 1692">Dates: 1944 - Volume: 1 cu. ft. Annual Accumulation: 1/8 cu. ft. Arrangement: Chronological</p> <p data-bbox="245 1724 1433 1818">This record series consists of logs of juveniles arrested; lists case number, juvenile, date and time of arrest, and the name of the arresting officer.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p>These forms are used for ease of reference by the officers</p> <p>Recommendation: Retain for one year after subject reaches legal age (17), then dispose of.</p>
420.04	<p><u>MISSING PERSONS CANCELLED CASE REPORTS (COPIES)</u></p> <p>Dates: 1988 - Volume: 1/4 cu. ft. Annual Accumulation: 1/4 cu. ft. Arrangement: Chronological</p> <p>These are copies of cancelled case reports on missing persons who have been located.</p> <p>Recommendation: Retain for one year after cancellation, then dispose of.</p>
420.05	<p><u>NOTICE TO APPEAR LOGS*</u></p> <p>Dates: 1982 - Volume: 1/4 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by officer</p> <p>This records consists of logs used to inform officers that they are scheduled to appear in court to testify against traffic ordinance violators. All cases for any officer are filed on officer's sheets.</p> <p>Recommendation: Retain for two years, then dispose of.</p>
420.06	<p><u>NOTICES OF SUSPENSION AND REVOCATION OF DRIVING PRIVILEGES AND RELATED DOCUMENTS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1980 - Volume: 1 cu. ft. Annual Accumulation: 1/4 cu. ft. Arrangement: Alphabetical by driver</p> <p>This record series consists of notices of suspension and revocation of driving privileges from the Illinois Secretary of</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
420.07	<p>State. Also included are notices of issuance of probationary licenses, notices of extension of suspension, and notices of reinstatement.</p> <p>Recommendation: Retain until termination of the suspension or reinstatement from a revocation, then dispose of.</p> <p><u>WANTED PERSONS CANCELLED CASE REPORTS (COPIES)</u></p> <p>Dates: 1988 - Volume: 1/4 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Alphabetical by name of subject</p> <p>This record series consists of copies of case reports of filed on wanted persons who have been apprehended. The original case reports are filed in the Records Division. These reports are used for reference by officers and/or the news media.</p> <p>Recommendation: Retain for one year after cancellation, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
430.01	<p data-bbox="456 401 1008 432"><u>COMMUNICATIONS/RECORDS BUREAU</u></p> <p data-bbox="553 468 911 499"><u>Crime Analysis Unit</u></p> <p data-bbox="248 562 967 594"><u>ARREST BOOKING SLIPS (ADULTS) (COPIES)</u></p> <p data-bbox="248 625 1218 751">Dates: (1979 - 1983) Volume: 7 cu. ft. Annual Accumulation: Obsolete Arrangement: Numerical by arrest number</p> <p data-bbox="248 789 1448 915">This record series consists of information on adult subjects obtained at the time of booking. Booking slips are maintained by the county sheriff's department. Copies were provided for crime analysis.</p> <p data-bbox="248 953 1448 1016">Recommendation: Retain for one year, then dispose of provided information is transferred to arrest record.</p>
430.02	<p data-bbox="248 1081 1024 1113"><u>ARREST BOOKING SLIPS (JUVENILES) (COPIES)</u></p> <p data-bbox="248 1144 1177 1270">Dates: (1980 - 1983) Volume: 1/2 cu. ft. Annual Accumulation: Obsolete Arrangement: Alphabetical by juvenile</p> <p data-bbox="248 1308 1448 1434">This record series contains information on juvenile subjects obtained at the time of booking. Booking slips are maintained by the county sheriff's department. Copies were provided for crime analysis.</p> <p data-bbox="248 1472 1448 1535">Recommendation: Retain for one year after subject reaches legal age, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
430.03	<p><u>CASE REPORTS (DUPLICATES)</u></p> <p>Dates: 1979 - Volume: 20 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Alphabetical by category</p> <p>These are copies of case reports used for crime analysis. The originals are retained in Records Division.</p> <p>Recommendation: Retain for two years, then dispose of.</p>
430.04	<p><u>CRIMESTOPPER REPORTS (COPIES)</u></p> <p>Dates: 1985 - Volume: 1 cu. ft. Annual Accumulation: 1/4 cu. ft. Arrangement: Chronological</p> <p>This record series consists of copies of reports from Crimestoppers providing tips on suspects and information pertaining to crimes. These reports are used for crime analysis. The originals are retained by Crimestoppers, Inc., a private organization.</p> <p>Recommendation: Retain for one year, then dispose of any records no longer possessing any further administrative, legal, or historical value.</p>
430.05	<p><u>FIELD INTERROGATION CARDS</u></p> <p>Dates: 1984 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These cards are completed when officers observe suspicious behavior and stop to question a subject. If an arrest is made, then a police case report will be completed.</p> <p>Recommendation: Retain for two years after date of receipt of report, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
430.06	<p><u>GANG MEMBERS INDICES (AGENCY RECORD COPIES)</u></p> <p>Dates: 1984 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name of gang, then by members</p> <p>These are index cards showing the names of reported gang members, their home address, race, sex, and any nicknames.</p> <p>Recommendation: Retain for twenty years, then dispose of.</p>
430.07	<p><u>JAIL LIST OF DAILY INTAKES (COPIES)</u></p> <p>Dates: 1988 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of copies of daily intakes to county jail; the originals are maintained by the county sheriff. These copies are used by the department to determine if a subject is currently incarcerated in the county jail.</p> <p>Recommendation: Retain for one year, then dispose of.</p>
430.08	<p><u>JUVENILE BURGLAR FILE</u></p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by area number</p> <p>These are copies of case reports on burglaries committed by juveniles. The originals are retained by the Record Division.</p> <p>Recommendation: Retain for one year after subject reaches legal age, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
430.09	<p><u>NICKNAME INDICES (ORIGINALS)</u></p> <p>Dates: 1979 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by offender</p> <p>These are index cards with the names and nicknames of known offenders. Also included is the date the card was received by the crime analysis unit, and personal identifying information of the offender.</p> <p>Recommendation: Retain for one year after death of subject or until subject reaches 80th birthday (whichever occurs first), then dispose of.</p>
430.10	<p><u>OFFENSE LOGS</u></p> <p>Dates: 1979 - Volume: 1 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This is a log of all offenses committed in the city of Rockford; commercial and residential burglaries, robberies, sex offenses, stolen vehicles, home invasions, etc. The logs are used to distinguish crime patterns.</p> <p>Recommendation: Retain for fifteen years, then dispose of.</p>
430.11	<p><u>PHOTOGRAPHS OF PRISONER RUNAWAYS AND ESCAPEES (AGENCY RECORD COPIES)</u></p> <p>Dates: 1985 - Volume: 1/8 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by prisoner</p> <p>This record series consists of photographs (mug shots) of prisoners who have escaped or ran away while on work release program. The original mug shots are maintained by the Illinois Department of Corrections (which provides the copy).</p> <p>Recommendation: Retain for one year after runaway/escapee is apprehended, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
430.12	<p><u>PHOTOGRAPHS OF PRISONERS IN D.O.C. WORK RELEASE PROGRAMS</u> <u>(AGENCY RECORD COPIES)</u></p> <p>Dates: 1985 - Volume: 1/8 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>These are photographs (mug shots) of prisoners on the Work Release Program. The original mug shots are maintained by the Illinois Department of Corrections.</p> <p>Recommendation: Retain for one year following release of prisoner, then dispose of.</p>
430.13	<p><u>"SQUEAL" SHEETS (COPIES)</u></p> <p>Dates: 1988 - Volume: 1/4 cu. ft. Annual Accumulation: 1/4 cu. ft. Arrangement: Chronological</p> <p>The originals are retained by the Evidence and Property Division. These are reference copies used by the Crime Analysis Unit.</p> <p>Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative, legal, or historical value.</p>
430.14	<p><u>STOLEN GUN LOG (AGENCY RECORD COPY)</u></p> <p>Dates: 1988 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by case report number</p> <p>This is a log of guns reported stolen. The log is used to cross-check with guns used in the commitment of another crime.</p> <p>Recommendation: Retain for one year after the gun is recovered, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
430.15	<p data-bbox="253 401 1450 464"><u>SUSPICIOUS VEHICLES RECORDS (INDEX CARDS) (AGENCY RECORD COPIES)</u></p> <p data-bbox="253 495 1336 625">Dates: (1979 - 1983) Volume: Negligible Annual Accumulation: Obsolete Arrangement: Alphabetical by color of vehicle</p> <p data-bbox="253 657 1450 783">These index cards included information on suspicious vehicles reported to the Police Department by citizens or officers. Information includes a general description of the vehicle and the reported location.</p> <p data-bbox="253 814 1450 882">Recommendation: Dispose of accumulation upon receipt of an approved Local Records Disposal Certificate.</p>

State of Illinois
Local Records Commission
Archives Building
Springfield, Illinois 62756
217/782-7075

Application No. 90:244

**APPLICATION FOR AUTHORITY TO
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RM/M RM-9

COUNTY
Winnebago

CITY
Rockford, IL 61104

AGENCY
City of Rockford-Public Works Department

ADDRESS
425 E. State Street

PHONE 815 / 987 / 5570

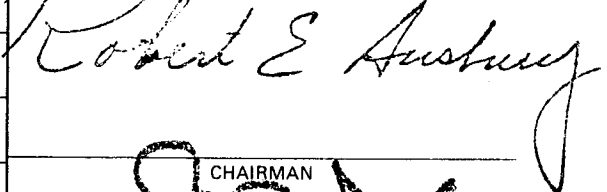
I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm copies will be made in accordance with standards of the Local Records Commission and will be adequate substitutes for the original records.



Signature of Agency Head

6-14-88
Date

Fremont Piercefield, Executive Assistant

LOCAL RECORDS COMMISSION APPROVAL



CHAIRMAN

DIRECTOR, STATE ARCHIVES

OCT 02 1990
DATE

ITEM NO.	DESCRIPTION OF RECORD SERIES
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Records listed on this application may be disposed of:

- after their individual retention period is complete,
- 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,
- if they are correctly listed on a Records Disposal Certificate submitted to and approved by the appropriate Local Records Commission.

Any record on this application may be microfilmed and the record disposed of if the record is microfilmed in accordance with the standards of the Local Records Commission Rules and if the film is retained for the prescribed retention period. Disposal of records after microfilming must be noted on the Records Disposal Certificate.

*Sample documents submitted for these items.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.01	<p data-bbox="370 436 1136 592"><u>PUBLIC WORKS DEPARTMENT</u> <u>ADMINISTRATIVE SERVICES DIVISION</u> <u>ADMINISTRATIVE AND MISCELLANEOUS RECORDS</u></p> <p data-bbox="256 659 1455 722"><u>APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND DISPOSAL CERTIFICATES</u></p> <p data-bbox="256 758 1175 919">Dates: 1988- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: City Hall (3rd Floor)</p> <p data-bbox="256 949 1000 980">Recommendation: Retain permanently.</p>
100.02	<p data-bbox="256 1014 734 1045"><u>ACCIDENT REPORTS (COPIES)</u></p> <p data-bbox="256 1077 1130 1239">Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="256 1268 1455 1331">This record series includes information concerning vehicles involving department personnel.</p> <p data-bbox="256 1362 1451 1425">Recommendation: Retain until administrative use is complete, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.03	<p data-bbox="261 405 656 432"><u>ADMINISTRATIVE FILES</u></p> <p data-bbox="261 468 1365 625">Dates: 1924- Volume: 45 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Alphabetical by subject Location: City Yards; City Hall (3rd Floor)</p> <p data-bbox="261 657 1458 751">This record series includes interdepartmental memos and correspondence, copies of reports and other documents, information and research materials, etc.</p> <p data-bbox="261 783 1458 919">Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative, fiscal, legal, or historical value.</p>
100.04	<p data-bbox="261 951 1003 978"><u>ANNUAL DEPARTMENTAL REPORTS (ORIGINALS)</u></p> <p data-bbox="261 1014 1365 1171">Dates: 1929- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards; City Hall (3rd Floor)</p> <p data-bbox="261 1203 1458 1266">This record series consists of original Annual Departmental Reports.</p> <p data-bbox="261 1297 1406 1339">Recommendation: Retain for seven years, then dispose of.</p>
100.05	<p data-bbox="261 1371 948 1398"><u>ANNUAL FINANCIAL REPORTS (ORIGINALS)</u></p> <p data-bbox="261 1434 987 1591">Dates: 1937- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="261 1623 1458 1780">This record series consists of the Annual Financial Reports maintained by the Public Works Department. This record series contains reports showing a breakdown of all funds expended by the various divisions (i.e. streets, sanitation) for the Department.</p> <p data-bbox="261 1812 1406 1843">Recommendation: Retain for seven years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.06	<p data-bbox="256 407 1455 464"><u>BOARD OF LOCAL IMPROVEMENT (SPECIAL ASSESSMENT) MINUTES (ORIGINALS)</u></p> <p data-bbox="256 499 980 657">Dates: 1955- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="256 693 1455 753">This records series consists of original minutes of Board of Local Improvement (Special Assessment) meetings.</p> <p data-bbox="256 789 997 816">Recommendation: Retain permanently.</p>
100.07	<p data-bbox="256 854 829 882"><u>BOUNDARY AND ANNEXATION SURVEY</u></p> <p data-bbox="256 917 980 1075">Dates: 1970- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="256 1110 1451 1138">Recommendation: Retain one copy of each survey permanently.</p>
100.08	<p data-bbox="256 1176 1097 1203"><u>BUILDING MOVING PERMITS (AGENCY RECORD COPY)</u></p> <p data-bbox="256 1239 980 1396">Dates: 1957-1962 Volume: Negligible Annual Accumulation: None Arrangement: Chronological Location: City Yards</p> <p data-bbox="256 1432 1455 1556">This record series consists of Building Moving Permits submitted to move buildings from one location to another location. Original permits are retained by the respective moving company.</p> <p data-bbox="256 1591 1386 1619">Recommendation: Retain for five years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.09	<p data-bbox="261 401 829 432"><u>CITY CENSUS FILES (DUPLICATES)</u></p> <p data-bbox="261 464 984 621">Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="261 653 1458 747">This record series consists of copies of the Certified City Census reports received from the Office of the Secretary of State.</p> <p data-bbox="261 779 1000 810">Recommendation: Retain permanently.</p>
100.10	<p data-bbox="261 856 789 888"><u>CLAIMS AGAINST CITY (COPIES)</u></p> <p data-bbox="261 919 1133 1077">Dates: 1985- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="261 1108 1369 1140">The originals are maintained by the Legal Department.</p> <p data-bbox="261 1171 1455 1234">Recommendation: Retain until administrative use is complete, then dispose of.</p>
100.11	<p data-bbox="261 1266 716 1297"><u>COMPLAINTS FROM CITIZENS</u></p> <p data-bbox="261 1329 1133 1486">Dates: 1961- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="261 1518 1458 1591">This record series includes letter of complaint and any supporting documentation (photos, copies of reports, etc.).</p> <p data-bbox="261 1623 1328 1654">Recommendation: Retain three years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.12	<p data-bbox="256 401 561 426"><u>C.E.T.A. RECORDS</u></p> <p data-bbox="256 464 984 623">Dates: 1976-1980 Volume: Negligible Annual Accumulation: None Arrangement: Chronological Location: City Yards</p> <p data-bbox="256 657 1458 749">This record series includes grant applications, financial and statistical records, and support documentation for the CETA Program.</p> <p data-bbox="256 783 1248 814">Recommendation: Accumulation may be disposed of.</p>
100.13	<p data-bbox="256 852 431 877"><u>CONTRACTS</u></p> <p data-bbox="256 915 1175 1075">Dates: 1966- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: City Hall (3rd Floor)</p> <p data-bbox="256 1108 1458 1201">Recommendation: Retain for ten years after termination or completion of the terms of the contract, agreement, or lease, then dispose of.</p>
100.14	<p data-bbox="256 1239 526 1264"><u>DEEDS (COPIES)</u></p> <p data-bbox="256 1302 1133 1461">Dates: 1961- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="256 1495 1458 1551">Recommendation: Retain until administrative use is complete, then dispose of.</p>
100.15	<p data-bbox="256 1589 850 1614"><u>DEPARTMENT GOALS AND OBJECTIVES</u></p> <p data-bbox="256 1652 1133 1812">Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="256 1845 1000 1877">Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.16	<p data-bbox="256 405 581 432"><u>EQUIPMENT RECORDS</u></p> <p data-bbox="256 468 1214 625">Dates: 1962- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by equipment Location: City Hall (3rd Floor)</p> <p data-bbox="256 661 1458 758">This record series includes operation manuals, service orders, warranties, etc. for equipment maintained by the Public Works Department.</p> <p data-bbox="256 793 1458 852">Recommendation: Dispose of when equipment is sold, traded or junked.</p>
100.17	<p data-bbox="256 888 846 915"><u>FEASIBILITY STUDIES (ORIGINALS)</u></p> <p data-bbox="256 951 1252 1108">Dates: 1983- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical by project number Location: City Yards</p> <p data-bbox="256 1144 1458 1241">This record series consists of Feasibility Studies for various Public Works construction projects (i.e. sewer, streets).</p> <p data-bbox="256 1276 1458 1304">Recommendation: Retain one copy of each study permanently.</p>
100.18	<p data-bbox="256 1339 1312 1367"><u>FREEDOM OF INFORMATION ACT REQUESTS--ACCEPTED OR DENIED</u></p> <p data-bbox="256 1402 1133 1560">Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="256 1596 1365 1623">Recommendation: Retain for ten years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.19	<p><u>HIGHWAY CONSTRUCTION PERMITS (ORIGINALS)</u></p> <p>Dates: 1959- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>This record series consists of Highway Construction Permits issued by the Illinois Department of Transportation.</p> <p>Recommendation: Retain for five years after expiration of permit, then dispose of.</p>
100.20	<p><u>INDIVIDUAL RECOMMENDATION ACTION REPORTS (COST CONTROL TASK FORCE)*</u></p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain seven years, then dispose of.</p>
100.21	<p><u>INTERGOVERNMENTAL AGENCY AGREEMENTS</u></p> <p>Dates: 1952- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain for ten years after termination or completion of the terms of the contract, agreement, or lease, then dispose of.</p>
100.22	<p><u>INVENTORIES (EQUIPMENT AND SUPPLIES)</u></p> <p>Dates: 1972- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.23	<p data-bbox="261 401 1040 432"><u>LAND ACQUISITIONS (FLOOD CONTROL PROJECT)</u></p> <p data-bbox="261 464 1235 621">Dates: 1978- Volume: 5½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical by parcel number Location: City Hall (3rd Floor)</p> <p data-bbox="261 653 1463 747">This record series includes original and duplicate real estate records for Flood Control Projects. (The originals of copies are maintained by the Legal Department.).</p> <p data-bbox="261 779 1463 915">Recommendation: Retain <u>original</u> acquisition documentation permanently. Retain <u>copies</u> until administrative use is complete, then dispose of.</p>
100.24	<p data-bbox="261 947 586 978"><u>LAWSUITS (COPIES)</u></p> <p data-bbox="261 1010 1179 1167">Dates: 1973- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: City Hall (3rd Floor)</p> <p data-bbox="261 1199 1463 1272">The originals of this record series are maintained by the Legal Department.</p> <p data-bbox="261 1304 1252 1367">Recommendation: Retain until case is settled, then dispose of.</p>
100.25	<p data-bbox="261 1398 643 1430"><u>MINUTES (COMMITTEES)</u></p> <p data-bbox="261 1461 1130 1619">Dates: 1983- Volume: 2½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="261 1650 1463 1745">Recommendation: Retain originals permanently. Retain <u>copies</u> until administrative use is complete, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.26	<u>MISCELLANEOUS BIDS, SPECIFICATIONS, AND PROPOSALS</u> Dates: 1960- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for ten years following acceptance or rejection of bid, then dispose of.
100.27	<u>MONTHLY DEPARTMENTAL REPORTS (ACTIVITIES)</u> Dates: 1985- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor) Recommendation: Retain for two years, then dispose of.
100.28	<u>MONTHLY MAINTENANCE REPORTS (COMPUTER PRINTOUTS)</u> Dates: 1976- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor) Recommendation: Retain for two years, then dispose of.
100.29	<u>MONTHLY REPORT OF SUPPLIES USED AT THE STONE QUARRY</u> Dates: 1940- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards Recommendation: Retain for two years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.30	<p data-bbox="261 401 618 432"><u>ORDINANCES (COPIES)</u></p> <p data-bbox="261 464 1133 621">Dates: 1855- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="261 653 1455 716">Recommendation: Retain until administrative use is complete, then dispose of.</p>
100.31	<p data-bbox="261 747 776 779"><u>PAVEMENT EVALUATION PROGRAM</u></p> <p data-bbox="261 810 1133 978">Dates: 1980- Volume: 6½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="261 1010 1455 1136">This record series consists of a study (computer printout) showing pavement condition data, pavement improvement data, priority listing, and investment benefit ratios. The report is divided into four parts with reports of each quadrant.</p> <p data-bbox="261 1167 1252 1230">Recommendation: Retain for ten years or until superseded by new study.</p>
100.32	<p data-bbox="261 1262 716 1293"><u>PERFORMANCE/SURETY BONDS</u></p> <p data-bbox="261 1325 1179 1493">Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by project Location: City Hall (3rd Floor)</p> <p data-bbox="261 1524 1455 1587">Recommendation: Retain for three years following expiration of bond, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.33	<p data-bbox="264 405 431 426"><u>PETITIONS</u></p> <p data-bbox="264 468 1133 625"> Dates: 1944- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor) </p> <p data-bbox="264 667 1458 783"> Recommendation: Retain one year, then dispose of except for those relating to <u>annexations, land dedications, and street and alley vacations</u>, which must be retained permanently. </p>
100.34	<p data-bbox="264 825 946 846"><u>QUESTIONNAIRES (FROM OTHER AGENCIES)</u></p> <p data-bbox="264 888 1179 1045"> Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: City Hall (3rd Floor) </p> <p data-bbox="264 1077 1349 1108"> Recommendation: Retain for one year, then dispose of. </p>
100.35	<p data-bbox="264 1150 849 1171"><u>REAL ESTATE RECORDS (ORIGINALS)</u></p> <p data-bbox="264 1213 1317 1371"> Dates: 1847- Volume: 8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by property title Location: City Yards </p> <p data-bbox="264 1402 1458 1528"> This record series consists of Real Estate Records maintained by the Public Works Department. The records generally contain various legal documents retained on city owned property including abstracts, titles, deeds, and easements. </p> <p data-bbox="264 1560 1003 1591"> Recommendation: Retain permanently. </p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.36	<p data-bbox="261 405 641 432"><u>REQUESTS FOR SERVICE</u></p> <p data-bbox="261 468 1370 625">Dates: 1972- Volume: 8 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Chronological Location: City Hall (3rd Floor); City Yards</p> <p data-bbox="261 661 1458 756">This record series includes forms and computer entry sheets. The record is filed in various ways including computer record, computer printouts, and computer memory bank.</p> <p data-bbox="261 791 1458 886">Recommendation: Retain <u>originals</u> for one year, then dispose of. Retain <u>duplicates</u> until administrative use is complete, then dispose of.</p>
100.37	<p data-bbox="261 919 1079 947"><u>SANITARY LANDFILL PROJECT FILES (ORIGINALS)</u></p> <p data-bbox="261 982 1133 1140">Dates: 1986- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical Location: City Hall (3rd Floor)</p> <p data-bbox="261 1176 1458 1302">This record series consists of Sanitary Landfill Project Files maintained by the Department of Public Works. The records generally contain all applications for site reviews, applications for location approval, and related correspondence.</p> <p data-bbox="261 1337 1458 1400">Recommendation: Retain for ten years after completion of project, then dispose of.</p>
100.38	<p data-bbox="261 1434 394 1461"><u>STUDIES</u></p> <p data-bbox="261 1497 1138 1654">Dates: 1955- Volume: 9 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical by study Location: City Yards</p> <p data-bbox="261 1690 1458 1753">This record series includes bond surveys, impact studies, site evaluations, engineer reports, etc.</p> <p data-bbox="261 1789 1325 1816">Recommendation: Retain one copy of each permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.39	<u>TELEPHONE LOGS</u> Dates: 1985- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor); City Yards Recommendation: Retain for two years, then dispose of.
100.40	<u>TRANSPORTATION TASK FORCE RECORDS--AGENDA</u> Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor) Recommendation: Retain for sixty days, then dispose of.
100.41	<u>TRANSPORTATION TASK FORCE RECORDS--FINAL REPORT</u> Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor) Recommendation: Retain one copy permanently.
100.42	<u>TRANSPORTATION TASK FORCE RECORDS--MINUTES</u> Dates: 1986- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor) Recommendation: Retain permanently.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.43	<p data-bbox="259 409 1430 436"><u>TRANSPORTATION TASK FORCE RECORDS--TAPE RECORDINGS OF MINUTES</u></p> <p data-bbox="259 472 1133 632">Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="259 667 1458 730">Recommendation: Tape recordings may be erased or disposed of following adoption of minutes by task force.</p>
100.44	<p data-bbox="259 766 946 793"><u>WASTE DISPOSAL CONTRACTS (ORIGINALS)</u></p> <p data-bbox="259 829 1179 989">Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: City Hall (3rd Floor)</p> <p data-bbox="259 1024 1458 1150">This record series consists of Waste Disposal Contracts maintained by the Department of Public Works. The records generally contain original contracts, administered through legal services, for the city to provide waste hauling services.</p> <p data-bbox="259 1186 1458 1249">Recommendation: Retain for ten years following discharge of terms, then dispose of.</p>
100.45	<p data-bbox="259 1285 927 1312"><u>WORK TO BE DONE (LISTS OF REQUESTS)</u></p> <p data-bbox="259 1348 1133 1507">Dates: 1971- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="259 1543 1458 1606">Recommendation: Retain sixty days following completion of work, then dispose of.</p>

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	<p style="text-align: center;"><u>PUBLIC WORKS DEPARTMENT</u> <u>ADMINISTRATIVE SERVICES DIVISION</u> <u>FINANCIAL RECORDS</u></p>
110.01	<p><u>ACCOUNT STATUS REPORTS--COMPUTER PRINTOUTS (COPIES FROM CITY FINANCE)</u></p> <p>Dates: 1979- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>The original is filed with the city comptroller.</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>
110.02	<p><u>BUDGET RECORDS (DEPARTMENT COPIES AND ORIGINALS)</u></p> <p>Dates: 1970- Volume: $3\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p>This record series consists of budget reports and support documentation relative to the Public Works Department budget.</p> <p>Recommendation: Retain for seven years, then dispose of. Retain <u>copies</u> for two years, then dispose of.</p>
110.03	<p><u>COLLECTION REPORTS</u></p> <p>Dates: 1955- Volume: $2\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards; City Hall (3rd Floor)</p> <p>This record series consists of a monthly report of incoming fees.</p> <p>Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
110.04	<p><u>EXPENDITURE REPORTS (DEPARTMENT COPY)</u></p> <p>Dates: 1971- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards; City Hall (3rd Floor)</p> <p>Recommendation: Retain for seven years, then dispose of.</p>
110.05	<p><u>GRANT APPLICATIONS (ORIGINALS)</u></p> <p>Dates: 1987- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: $\frac{1}{2}$ Cu. Ft. Arrangement: Alphabetical by grant Location: City Hall (3rd Floor)</p> <p>This record series consists of original grant applications and supporting documentation for various grant programs administered by Public Works.</p> <p>Recommendation: Retain three years following completion of final audit, then dispose of.</p>
110.06	<p><u>INTERDEPARTMENTAL BILLINGS</u></p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain for seven years, then dispose of.</p>
110.07	<p><u>LIST OF BILLS OUTSTANDING</u></p> <p>Dates: 1938- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>Recommendation: Retain for three years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
110.08	<p data-bbox="269 415 740 443"><u>LEDGER SHEETS (ORIGINALS)</u></p> <p data-bbox="269 478 992 632">Dates: 1963- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="269 667 1466 800">This record series consists of ledger sheets maintained by the Public Works Department. The record serves as a recapitulation of expenditures for general office administration expenses (e.g. purchase of supplies).</p> <p data-bbox="269 835 1414 863">Recommendation: Retain for seven years, then dispose of.</p>
110.09	<p data-bbox="269 898 1227 926"><u>PAID BILLS AND RECEIPTS (ORIGINALS AND DUPLICATES)</u></p> <p data-bbox="269 961 992 1115">Dates: 1955- Volume: 8½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="269 1150 1466 1304">This record series consists of paid bills and receipts maintained by the Public Works Department. The records generally contain bills and receipts for day-to-day operational activities of the Department (i.e. supply purchases and deliveries).</p> <p data-bbox="269 1339 1414 1367">Recommendation: Retain for seven years, then dispose of.</p>
110.10	<p data-bbox="269 1402 704 1430"><u>PURCHASE FUND STATEMENT</u></p> <p data-bbox="269 1465 1138 1619">Dates: 1962- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="269 1654 1466 1787">This record series consists of lists for each statement; individual and total purchase price, all fees involved, which documents are enclosed, name of project, tract number, and owner; for right-of-way purchases by the city .</p> <p data-bbox="269 1822 1003 1850">Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
110.11	<u>PURCHASE ORDERS, CASH RECEIPTS, PAID BILLS (COPIES)</u> Dates: 1956- Volume: 9 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological Location: City Yards, City Hall (3rd Floor) Recommendation: Retain for two years, then dispose of.
110.12	<u>TRAVEL VOUCHERS</u> Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards; City Hall (3rd Floor) Recommendation: Retain for seven (7) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p style="text-align: center;"><u>PUBLIC WORKS DEPARTMENT</u> <u>ADMINISTRATIVE SERVICES DIVISION</u> <u>PAYROLL AND PERSONNEL RECORDS</u></p>
120.01	<p><u>ABSENTEE REPORTS AND ADVANCE REQUESTS FOR TIME OFF</u></p> <p>Dates: 1985- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor); City Yards</p> <p>Recommendation: Retain for two years, then dispose of if transferred to permanent record.</p>
120.02	<p><u>DAILY COST CENTER SHEETS, TIME SHEETS (ORIGINALS)</u></p> <p>Dates: 1977- Volume: 25 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological Location: City Yards</p> <p>This record series consists of the Daily Cost Center Sheets maintained by the Public Works Department. The sheets generally serve as a breakdown of payroll costs for division employees including number of employees, hours worked, type of equipment used, description of work performed (i.e. sewer flushing), and daily crew reports.</p> <p>Recommendation: Retain for two years, then dispose of.</p>
120.03	<p><u>JOB DESCRIPTIONS</u></p> <p>Dates: No date Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by position Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain for five years following supersedence, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
120.04	<p data-bbox="261 407 1458 470"><u>PAYROLL DISTRIBUTION AND PAYROLL REGISTER--COMPUTER PRINTOUTS (COPIES FROM FINANCE)</u></p> <p data-bbox="261 506 1133 663">Dates: 1987- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="261 695 1458 758">Recommendation: Retain until administrative use is complete, then dispose of.</p>
120.05	<p data-bbox="261 793 1458 823"><u>PAYROLL LEAVE RECORDS (COMPUTER PRINTOUTS) (COPIES FROM FINANCE)</u></p> <p data-bbox="261 858 1133 1016">Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="261 1052 1458 1115">This record series consists of reports of vacation and sick leave use by Public Works employees.</p> <p data-bbox="261 1146 1458 1209">Recommendation: Retain until administrative use is complete, then dispose of.</p>
120.06	<p data-bbox="261 1245 1458 1274"><u>PAYROLL TIME SHEETS (COMPUTER PRINTOUTS) (DEPARTMENTAL COPIES)</u></p> <p data-bbox="261 1310 1133 1467">Dates: 1984- Volume: 2 Cu. Ft. Annual Accumulation: $\frac{1}{2}$ Cu. Ft. Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="261 1499 1458 1533">The originals are filed with the city's Finance Department.</p> <p data-bbox="261 1564 1365 1596">Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
120.07	<u>PERSONNEL ACTION (DEPARTMENT COPY)</u> Dates: 1978- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards; City Hall (3rd Floor) Recommendation: Retain for five years following termination of employment, then dispose of.
120.08	<u>PERSONNEL FILES (DUPLICATES)</u> Dates: 1985- Volume: 3 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical by personnel Location: City Hall (3rd Floor) These files contain duplicate copies of personnel action forms, recommendations, grievances, workmen's compensation claims, etc. Recommendation: Retain for five years following termination of employment.
120.09	<u>SALARY REPORTS</u> Dates: 1937- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards Recommendation: Retain for seven years, then dispose of.

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	<p data-bbox="537 411 980 441"><u>PUBLIC WORKS DEPARTMENT</u></p> <p data-bbox="451 474 1066 504"><u>ADMINISTRATIVE SERVICES DIVISION</u></p> <p data-bbox="578 537 941 567"><u>SOLID WASTE RECORDS</u></p>
130.01	<p data-bbox="266 602 781 632"><u>INVESTIGATIONS OF LANDFILLS</u></p> <p data-bbox="266 665 1182 829">Dates: 1986- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: City Hall (3rd Floor)</p> <p data-bbox="266 858 1461 919">This record series includes correspondence, notes, and studies.</p> <p data-bbox="266 953 1408 987">Recommendation: Retain permanently (per agency request).</p>
130.02	<p data-bbox="266 1022 1062 1052"><u>LANDFILL WEIGHT TICKET/INVOICE (CITY COPY)</u></p> <p data-bbox="266 1085 1136 1249">Dates: 1974- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="266 1278 1461 1339">The original to this record series is maintained by the customer dumping at the landfill.</p> <p data-bbox="266 1373 1370 1407">Recommendation: Retain for two years, then dispose of.</p>
130.03	<p data-bbox="266 1442 990 1472"><u>NOTICE OF APPLICATION OF E.P.A. PERMIT</u></p> <p data-bbox="266 1505 1136 1669">Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="266 1698 1461 1759">Recommendation: Retain one year after notice, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
130.04	<u>REFUSE COLLECTION REQUEST LOG SHEETS</u> Dates: 1974- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor) Recommendation: Retain for two years, then dispose of.
130.05	<u>ROUTE TRUCK REPLACEMENT FORM*</u> Dates: 1974- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor) Recommendation: Retain for one year, then dispose of.
130.06	<u>SOLID WASTE COLLECTION PAYMENT AUTHORIZATION (COPIES)</u> Dates: 1974- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor) This record series consists of monthly billings to the city for garbage collection (interdepartmental billing) maintained by Public Works Department. The original is filed in the Finance Department. Recommendation: Retain for two years, then dispose of.
130.07	<u>SOLID WASTE COST REPORTS</u> Dates: 1971- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor) Recommendation: Retain for seven years, then dispose of.

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	<p data-bbox="537 405 980 436"><u>PUBLIC WORKS DEPARTMENT</u></p> <p data-bbox="451 468 1065 499"><u>ADMINISTRATIVE SERVICES DIVISION</u></p> <p data-bbox="654 531 862 562"><u>TAX RECORDS</u></p>
140.01	<p data-bbox="264 594 1044 625"><u>M.F.T. (MOTOR FUEL TAX) ALLOTMENT NOTICES</u></p> <p data-bbox="264 657 987 825">Dates: 1961-1984 Volume: Negligible Annual Accumulation: None Arrangement: Chronological Location: City Yards</p> <p data-bbox="264 856 1458 919">The original of this record series is now maintained by the City Legal Department.</p> <p data-bbox="264 951 1406 982">Recommendation: Retain for three years, then dispose of.</p>
140.02	<p data-bbox="264 1014 703 1045"><u>M.F.T. ALLOTMENT RECORD</u></p> <p data-bbox="264 1077 1133 1245">Dates: 1975- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="264 1276 1406 1308">Recommendation: Retain for seven years, then dispose of.</p>
140.03	<p data-bbox="264 1329 719 1360"><u>M.F.T. FINANCIAL RECORDS</u></p> <p data-bbox="264 1392 1369 1560">Dates: 1948- Volume: $2\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards; City Hall (3rd Floor)</p> <p data-bbox="264 1591 1458 1686">This record series includes expenditure authorizations, statement of account, vouchers, etc. maintained by the Public Works Department.</p> <p data-bbox="264 1717 1406 1749">Recommendation: Retain for seven years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
140.04	<p data-bbox="269 405 669 436"><u>M.F.T. REFUND RECORDS</u></p> <p data-bbox="269 472 1141 632">Dates: 1967- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="269 663 1463 726">This record series includes refund claim and support documentation maintained by the Public Works Department.</p> <p data-bbox="269 758 1411 789">Recommendation: Retain for seven years, then dispose of.</p>
140.05	<p data-bbox="269 825 610 856"><u>M.F.T. RESOLUTIONS</u></p> <p data-bbox="269 888 990 1047">Dates: 1948- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="269 1079 1463 1215">Recommendation: Retain for sixty days, then dispose of if incorporated in minute books. If not recorded in minute books, retain permanently.</p>
140.06	<p data-bbox="269 1243 1279 1274"><u>REAL ESTATE TAX EXEMPTION CERTIFICATES--CITY PROPERTY</u></p> <p data-bbox="269 1306 1141 1465">Dates: 1959- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="269 1497 1463 1591">The originals to this record series are maintained by both the Public Works Department and the Legal Department. The city must renew the exemption application each year.</p> <p data-bbox="269 1623 1463 1688">Recommendation: Retain for one year after completion or supersedence, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p style="text-align: center;"><u>PUBLIC WORKS DEPARTMENT</u></p> <p style="text-align: center;"><u>CONSTRUCTION MANAGEMENT DIVISION</u></p>
200.01	<p><u>ADMINISTRATIVE FILES</u></p> <p>Dates: 1950- Volume: 10 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical by subject Location: City Hall (3rd Floor)</p> <p>This record series includes interdepartmental correspondence and memos, copies of reports, pamphlets, etc. maintained by the Public Works Department.</p> <p>Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative, fiscal, legal, or historical value.</p>
200.02	<p><u>CAPITAL IMPROVEMENT PLANS</u></p> <p>Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain one copy of each permanently.</p>
200.03	<p><u>CAPITAL IMPROVEMENT PLAN REQUESTS (ORIGINALS)</u></p> <p>Dates: 1974- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p>This record series consists of the Capital Improvement Plan Requests (i.e. citizen requests for improvements on buildings and streets) maintained by the Department of Public Works.</p> <p>Recommendation: Retain for one year except those relating to annexations, land dedications, and street and alley vacations, which are to be kept permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.04	<p data-bbox="267 409 1453 441"><u>CAPITAL DEVELOPMENT AND CAPITAL IMPROVEMENT PLAN PROJECT FILES</u></p> <p data-bbox="267 472 1380 630">Dates: 1953- Volume: 70 Cu. Ft. Annual Accumulation: 7 Cu. Ft. Arrangement: Alphabetical by project Location: City Hall (3rd Floor); City Yards</p> <p data-bbox="267 661 1461 819">This record series consists of contracts, bids, petitions, construction records, inspections, acceptance of proposal, notice from contractors, billing, etc. Also included in this record series are the original and duplicate Capital Development Project files.</p> <p data-bbox="267 850 1461 987">Recommendation: Retain for ten years following completion of project, then dispose of. Retain <u>construction plans, drawings, and specifications</u> permanently.</p>
200.05	<p data-bbox="267 1018 950 1050"><u>CAPITAL IMPROVEMENT PROGRAM RECORDS*</u></p> <p data-bbox="267 1081 1136 1239">Dates: 1972- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="267 1270 1461 1428">This record series consists of individual project forms, evaluations, correspondence, etc. The records generally contain background work for C.I.P. projects maintained by the Department of Public Works. Construction records are <u>not</u> included in this file.</p> <p data-bbox="267 1459 1461 1533">Recommendation: Retain for ten years following completion of project, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.06	<p data-bbox="272 405 1015 436"><u>CONSTRUCTION CONTRACT FILES (ORIGINALS)</u></p> <p data-bbox="272 468 998 636">Dates: 1976- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="272 667 1469 793">This record series consists of Construction Contract Files maintained by the Public Works Department. The records generally contain original contracts for various construction projects (i.e. sewer renovation) administered by the Department.</p> <p data-bbox="272 825 1380 856">Recommendation: Retain for ten years, then dispose of.</p>
200.07	<p data-bbox="272 888 998 919"><u>CONSTRUCTION PROJECT FILES (ORIGINALS)</u></p> <p data-bbox="272 951 1266 1119">Dates: 1948- Volume: 71 Cu. Ft. Annual Accumulation: 1 3/4 Cu. Ft. Arrangement: Numerical by project number Location: City Yards</p> <p data-bbox="272 1150 1469 1402">This record series consists of the Construction Project Files maintained by the Public Works Department. The records generally contain all documents retained on city construction projects for streets, sewers, and bridges including contracts, cost estimates, plans and specifications, inspection reports, proposals for construction, load tickets, field books, construction drawings, and all related construction correspondence.</p> <p data-bbox="272 1434 1469 1570">Recommendation: Retain for ten years following completion of project, then dispose of. Retain construction plans, drawings and specifications permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.08	<p data-bbox="272 401 1128 432"><u>FLOOD CONTROL PROJECTS - CONSTRUCTION RECORDS</u></p> <p data-bbox="272 464 1187 621">Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by project Location: City Hall (3rd Floor)</p> <p data-bbox="272 653 1466 787">Recommendation: Retain for ten years following completion of project, then dispose of. Retain <u>construction plans, drawings, and specifications</u> permanently.</p>
200.09	<p data-bbox="272 819 1052 850"><u>FLOOD CONTROL PROJECTS - DESIGN MEMORANDA</u></p> <p data-bbox="272 882 1187 1039">Dates: 1972- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: City Hall (3rd Floor)</p> <p data-bbox="272 1071 1466 1171">This record series consists of specifications set by the Federal Officials for a <u>specific</u> flood control project (i.e. Rockford).</p> <p data-bbox="272 1203 1008 1234">Recommendation: Retain permanently.</p>
200.10	<p data-bbox="272 1270 1466 1331"><u>FLOOR CONTROL PROJECTS - SURVEY REPORTS (FROM U.S. ARMY CORPS OF ENGINEERS)</u></p> <p data-bbox="272 1362 1187 1520">Dates: 1953- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: City Hall (3rd Floor)</p> <p data-bbox="272 1551 1008 1583">Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.11	<p><u>50/50 SIDEWALK/CURB PROGRAM FILES</u></p> <p>Dates: 1970 - Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical by address Location: City Yards; City Hall (3rd Floor)</p> <p>This record series includes agreements, billing statements, and correspondence for the 50/50 Sidewalk/Curb Program.</p> <p>Recommendation: Retain for ten years after completion of terms, then dispose of.</p>
200.12	<p><u>MISCELLANEOUS CONSTRUCTION PROJECT RECORDS (ICE RINK, MALLS, ETC.)</u></p> <p>Dates: 1973- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by project Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain for ten years following completion of project, then dispose of. Retain <u>construction plans, drawings, and specifications</u> permanently.</p>
200.13	<p><u>PROJECT STATUS REPORTS (ORIGINALS AND DUPLICATES)</u></p> <p>Dates: 1982- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p>This record series consists of the Project Status Reports maintained by the Department of Public Works. The reports generally contain information retained on various city construction projects including test project title, completion date, and status of project (i.e. bids taken, studies completed). (a.k.a. Project Planning Performance Schedule)</p> <p>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.14	<p data-bbox="267 405 917 436"><u>REQUESTS FOR PROPOSALS (ORIGINALS)</u></p> <p data-bbox="267 468 1461 630">Dates: 1984- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject, Chronological Location: City Yards</p> <p data-bbox="267 661 1461 756">This record series consists of original Requests for Proposals for various city construction projects maintained by the Public Works Department.</p> <p data-bbox="267 787 1461 850">Recommendation: Retain for ten years after acceptance or rejection, then dispose of.</p>
200.15	<p data-bbox="267 888 1084 919"><u>RESOURCE RECOVERY PROJECT FILES (ORIGINALS)</u></p> <p data-bbox="267 951 1185 1113">Dates: 1980- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: City Yards</p> <p data-bbox="267 1144 1461 1333">This record series consists of the Resource Recovery Project Files maintained by the Department of Public Works. The records generally contain all documents retained on federally funded construction projects dealing with conservation concerns including contracts, project description, specifications, and copies of federal grant records.</p> <p data-bbox="267 1365 1461 1428">Recommendation: Retain for ten years after the completion of the project, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES										
200.16	<p data-bbox="261 394 1370 426"><u>RIGHT-OF-WAY CONSTRUCTION FILES (ORIGINALS AND DUPLICATES)</u></p> <table data-bbox="261 457 980 615"><tr><td>Dates:</td><td>1970-</td></tr><tr><td>Volume:</td><td>19½ Cu. Ft.</td></tr><tr><td>Annual Accumulation:</td><td>1 3/4 Cu. Ft.</td></tr><tr><td>Arrangement:</td><td>Numerical</td></tr><tr><td>Location:</td><td>City Yards</td></tr></table> <p data-bbox="261 646 1461 940">This record series consists of the Right-of-Way Construction Files maintained by the Department of Public Works. The records generally contain all documents retained on construction projects in which the city has obtained the right-of-way over personal property owners in order to complete repairs or make renovations (i.e. street widening, drainage repairs). Specific examples of records include appraisals, copies of deeds, and right-of-way reports from the Illinois Department of Transportation.</p> <p data-bbox="261 972 1461 1035">Recommendation: Retain for ten years following completion of project, then dispose of.</p>	Dates:	1970-	Volume:	19½ Cu. Ft.	Annual Accumulation:	1 3/4 Cu. Ft.	Arrangement:	Numerical	Location:	City Yards
Dates:	1970-										
Volume:	19½ Cu. Ft.										
Annual Accumulation:	1 3/4 Cu. Ft.										
Arrangement:	Numerical										
Location:	City Yards										
200.17	<p data-bbox="261 1066 1045 1098"><u>50/50 SIDEWALK CURB PROGRAM--PAYMENT LOGS</u></p> <table data-bbox="261 1129 1135 1287"><tr><td>Dates:</td><td>1975-</td></tr><tr><td>Volume:</td><td>Negligible</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr><tr><td>Location:</td><td>City Hall (3rd Floor)</td></tr></table> <p data-bbox="261 1318 1455 1381">Recommendation: Retain for seven years after final payment, then dispose of.</p>	Dates:	1975-	Volume:	Negligible	Annual Accumulation:	Negligible	Arrangement:	Chronological	Location:	City Hall (3rd Floor)
Dates:	1975-										
Volume:	Negligible										
Annual Accumulation:	Negligible										
Arrangement:	Chronological										
Location:	City Hall (3rd Floor)										

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.01	<p data-bbox="537 405 980 432"><u>PUBLIC WORKS DEPARTMENT</u></p> <p data-bbox="570 468 951 495"><u>ENGINEERING DIVISION</u></p> <p data-bbox="380 531 1143 558"><u>ADMINISTRATIVE AND MISCELLANEOUS RECORDS</u></p> <p data-bbox="266 594 647 621"><u>ADMINISTRATIVE FILES</u></p> <p data-bbox="266 657 1182 821">Dates: 1924- Volume: 12 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical by subject Location: City Hall (3rd Floor)</p> <p data-bbox="266 856 1463 982">This record series includes interdepartmental correspondence and memos, copies of reports and other documents (i.e. contracts, etc.), manuals and pamphlets, etc. which are retained by the Engineering Division.</p> <p data-bbox="266 1018 1463 1144">Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative, fiscal, legal, or historical value.</p>
300.02	<p data-bbox="266 1176 1463 1239"><u>ANNEXATION FILES (FOR DEDICATIONS AND ROAD/STREET VACATION)</u> <u>(DUPLICATES)</u></p> <p data-bbox="266 1274 1463 1459">Dates: 1925- Volume: 6½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological, Numerical by section number Location: City Hall (3rd Floor)</p> <p data-bbox="266 1495 1463 1690">This record series consists of the Annexation Files (Dedications and Road/Street Vacations) maintained by the Public Works Department. The records generally contain duplicate information retained on property annexed into the city including copies of plats, legal descriptions, petitions, copies of ordinances, and related correspondence.</p> <p data-bbox="266 1726 1003 1753">Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.03	<p data-bbox="256 407 1094 432"><u>ANNEXATION PLAT DELIVERY RECORDS (ORIGINALS)</u></p> <p data-bbox="256 470 964 625">Dates: 1956- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical Location: City Yards</p> <p data-bbox="256 659 1458 819">This record series consists of the Annexation Plat Delivery Records maintained by the Public Works Department. The records generally contain a listing of all individuals/businesses to whom copies of property annexation plats were delivered (i.e. name, address, date).</p> <p data-bbox="256 852 1458 913">Recommendation: Dispose of after administrative use is complete.</p>
300.04	<p data-bbox="256 951 695 976"><u>BENCH MARKS (ORIGINALS)</u></p> <p data-bbox="256 1014 1312 1169">Dates: 1956- Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by bench mark number Location: City Hall (3rd Floor)</p> <p data-bbox="256 1203 1458 1264">This record series consists of listings of all locations for land survey identification marks.</p> <p data-bbox="256 1297 997 1329">Recommendation: Retain permanently.</p>
300.05	<p data-bbox="256 1367 769 1392"><u>EXCAVATOR BONDS (ORIGINALS)</u></p> <p data-bbox="256 1430 1235 1585">Dates: 1976- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by contractor Location: City Hall (3rd Floor)</p> <p data-bbox="256 1619 1458 1680">This record series consists of Excavator Bonds maintained by the Department of Public Works.</p> <p data-bbox="256 1713 1458 1774">Recommendation: Retain for two years after cancellation or expiration of bond, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.06	<p data-bbox="261 394 716 426"><u>LENDING BOOK (ORIGINALS)</u></p> <p data-bbox="261 464 1133 625">Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="261 657 1458 814">This record series consists of books which list the names of all persons who have borrowed items (i.e. maps) from the city. For each item borrowed the following is listed: person or company's name, item borrowed, date borrowed and returned, and borrower's signature.</p> <p data-bbox="261 852 1458 915">Recommendation: Retain for one year following return of equipment, then dispose of.</p>
300.07	<p data-bbox="261 947 1333 978"><u>LOCAL CLIMATOLOGICAL DATA (PRINTED COPIES FROM N.O.A.A.)</u></p> <p data-bbox="261 1010 1133 1171">Dates: 1972- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="261 1203 1458 1266">Recommendation: Retain until administrative use is complete, then dispose of.</p>
300.08	<p data-bbox="261 1297 792 1329"><u>PHOTOGRAPH FILES (ORIGINALS)</u></p> <p data-bbox="261 1360 1133 1522">Dates: 1980- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="261 1554 1458 1648">This record series consists of photographs of construction projects, staff meetings, and site inspections. Newspaper clippings are retained with some photographs.</p> <p data-bbox="261 1680 1000 1711">Recommendation: Retain permanently.</p>

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300.09	<p data-bbox="264 405 756 436"><u>PLAT LOG INDEX (ORIGINALS)</u></p> <table data-bbox="264 468 1136 625"><tr><td>Dates:</td><td>1972-</td></tr><tr><td>Volume:</td><td>Negligible</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr><tr><td>Location:</td><td>City Hall (3rd Floor)</td></tr></table> <p data-bbox="264 657 1463 783">This record series consists of the Plat Log Index maintained by the Department of Public Works. The log generally serves as an index of all plat numbers for plats retained by the Department.</p> <p data-bbox="264 825 1003 856">Recommendation: Retain permanently.</p>	Dates:	1972-	Volume:	Negligible	Annual Accumulation:	Negligible	Arrangement:	Chronological	Location:	City Hall (3rd Floor)
Dates:	1972-										
Volume:	Negligible										
Annual Accumulation:	Negligible										
Arrangement:	Chronological										
Location:	City Hall (3rd Floor)										
300.10	<p data-bbox="264 888 946 919"><u>PRIVATE WELL DATA SHEETS (ORIGINALS)</u></p> <table data-bbox="264 951 1136 1108"><tr><td>Dates:</td><td>1985-</td></tr><tr><td>Volume:</td><td>Negligible</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr><tr><td>Location:</td><td>City Hall (3rd Floor)</td></tr></table> <p data-bbox="264 1140 1463 1266">This record series consists of the Private Well Data Sheets showing information retained on private well owners including the owner's name, address, well depth, pump capacity, contact person, and authorization for water sample.</p> <p data-bbox="264 1308 1003 1339">Recommendation: Retain permanently.</p>	Dates:	1985-	Volume:	Negligible	Annual Accumulation:	Negligible	Arrangement:	Chronological	Location:	City Hall (3rd Floor)
Dates:	1985-										
Volume:	Negligible										
Annual Accumulation:	Negligible										
Arrangement:	Chronological										
Location:	City Hall (3rd Floor)										
300.11	<p data-bbox="264 1371 1336 1402"><u>RAINFALL CURVE CHARTS (FROM ILLINOIS STATE WATER SURVEY)</u></p> <table data-bbox="264 1434 1136 1591"><tr><td>Dates:</td><td>1960-</td></tr><tr><td>Volume:</td><td>Negligible</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr><tr><td>Location:</td><td>City Hall (3rd Floor)</td></tr></table> <p data-bbox="264 1623 1463 1780">This record series consists of the Rainfall Curve Charts from Illinois State Water Survey. The charts show potential rainfall intensity for the Rockford city area. The original rain gauge charts are retained permanently by the Illinois Department of Energy and Natural Resources.</p> <p data-bbox="264 1812 1455 1875">Recommendation: Retain until administrative use is complete, then dispose of.</p>	Dates:	1960-	Volume:	Negligible	Annual Accumulation:	Negligible	Arrangement:	Chronological	Location:	City Hall (3rd Floor)
Dates:	1960-										
Volume:	Negligible										
Annual Accumulation:	Negligible										
Arrangement:	Chronological										
Location:	City Hall (3rd Floor)										

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.12	<p data-bbox="261 407 659 434"><u>RETURN OF BID CHECKS*</u></p> <p data-bbox="261 472 1133 632">Dates: 1959- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="261 663 1369 695">Recommendation: Retain for ten years, then dispose of.</p>
300.13	<p data-bbox="261 730 850 758"><u>RIGHT-OF-WAY AND EASEMENT FILES</u></p> <p data-bbox="261 793 1133 953">Dates: 1950- Volume: $2\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical Location: City Hall (3rd Floor)</p> <p data-bbox="261 984 1461 1144">This record series consists of Right-of-Way and Easement files maintained by the Legal Department and the Department of Public Works. These files contain title policies, closing statements, legal descriptions, plats, land acquisition contracts, etc.</p> <p data-bbox="261 1176 1461 1304">Recommendation: Retain any <u>original</u> or copy of record for the city records permanently. Retain <u>duplicates</u> until administrative use is complete, then dispose of.</p>
300.14	<p data-bbox="261 1339 621 1367"><u>RIGHT-OF-WAY RECORD</u></p> <p data-bbox="261 1402 1133 1562">Dates: 1961- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="261 1593 1461 1753">This record series consists of lists of tracts purchased for Right-of-Way showing the parcel tract number, name of owner, appraisal date and amount, who approved the appraisal, the purchase date and amount, and any fees involved relative to the purchase (i.e., recording fees, etc.).</p> <p data-bbox="261 1785 1000 1816">Recommendation: Retain permanently.</p>

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300.15	<p data-bbox="261 407 583 434"><u>ROAD GRADE SHEETS</u></p> <p data-bbox="261 470 1256 632">Dates: 1960- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical by project number Location: City Yards</p> <p data-bbox="261 663 1458 726">This record series consists of drawings showing the slopes of various city roads to the horizontal.</p> <p data-bbox="261 758 1000 785">Recommendation: Retain permanently.</p>
300.16	<p data-bbox="261 823 906 850"><u>SEWER CONNECTION BOOKS (ORIGINALS)</u></p> <p data-bbox="261 886 1130 1050">Dates: 1928- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="261 1081 1458 1205">This record series consists of the Sewer Connection Books. These books serve as a register of all city sewer connections including the owner's name, main sewer location, amount billed, and the date paid.</p> <p data-bbox="261 1241 1000 1268">Recommendation: Retain permanently.</p>
300.17	<p data-bbox="261 1306 1019 1333"><u>SEWER CONNECTION DATA SHEETS (ORIGINALS)</u></p> <p data-bbox="261 1369 1130 1530">Dates: 1974- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="261 1562 1458 1686">This record series consists of Sewer Connection Data Sheets for city subdivision sewer connections. These sheets show the location of the subdivision, zoning descriptions, sewer locations, building size, and related plats.</p> <p data-bbox="261 1717 1000 1745">Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.18	<p data-bbox="261 405 698 430"><u>SEWER PLATS (ORIGINALS)</u></p> <p data-bbox="261 472 1258 630">Dates: 1960- Volume: 27 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Numerical by project number Location: City Hall (3rd Floor)</p> <p data-bbox="261 661 1461 756">This record series consists of original Sewer Plats for the City of Rockford (i.e. subdivision development maintained by the Public Works Department).</p> <p data-bbox="261 787 998 819">Recommendation: Retain permanently.</p>
300.19	<p data-bbox="261 856 966 882"><u>STREET CUT PERMIT LEDGERS (ORIGINALS)</u></p> <p data-bbox="261 919 1128 1077">Dates: 1958- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="261 1108 1461 1239">This record series consists of Street Cut Permit Ledgers listing all street cut permits issued, the name of each permit holder, location, the number of cuts, size of cuts, dates, and the number of days of labor involved.</p> <p data-bbox="261 1270 998 1302">Recommendation: Retain permanently.</p>
300.20	<p data-bbox="261 1339 828 1365"><u>STREET INDEX CARDS (ORIGINALS)</u></p> <p data-bbox="261 1402 1161 1560">Dates: 1950- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by street Location: City Hall (3rd Floor)</p> <p data-bbox="261 1591 1461 1686">This record series consists of the Street Index Cards showing the description of each city street location, the length, and width.</p> <p data-bbox="261 1717 998 1749">Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.21	<p data-bbox="264 405 586 436"><u>SUBDIVISION FILES</u></p> <p data-bbox="264 468 1370 632">Dates: 1935- Volume: 12½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subdivision Location: City Yards; City Hall (3rd Floor)</p> <p data-bbox="264 663 1463 758">This record series contains information regarding plats, correspondence, E.P.A. permits, resolutions (copies), and ordinances (copies).</p> <p data-bbox="264 789 1003 821">Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p data-bbox="532 411 972 436"><u>PUBLIC WORKS DEPARTMENT</u></p> <p data-bbox="561 474 943 499"><u>ENGINEERING DIVISION</u></p> <p data-bbox="561 537 943 562"><u>CONSTRUCTION RECORDS</u></p>
310.01	<p data-bbox="258 600 1458 659"><u>APPLICATION FOR PERMIT FOR TEMPORARY USE OF PUBLIC STREETS AND HIGHWAYS</u></p> <p data-bbox="258 697 1130 856">Dates: 1961- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="258 894 1458 953">Recommendation: Retain for five years following expiration of permit, then dispose of.</p>
310.02	<p data-bbox="258 991 1458 1050"><u>BOARD OF LOCAL IMPROVEMENTS PROJECT FILES (ORIGINALS AND DUPLICATES)</u></p> <p data-bbox="258 1087 1138 1247">Dates: 1955- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical by district Location: City Yards</p> <p data-bbox="258 1276 1458 1436">This record series consists of copies of court documents (i.e. orders, petitions, motions) dealing with Local Improvements, newspaper publications, project proposals (originals), bid tabulations, contract awards, and related correspondence.</p> <p data-bbox="258 1474 1458 1533">Recommendation: Retain for ten years following completion of project, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
310.03	<p data-bbox="253 407 743 434"><u>BRIDGE RECORDS (ORIGINALS)</u></p> <p data-bbox="253 470 1230 632">Dates: 1970- Volume: 2½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical by bridge number Location: City Hall (3rd Floor)</p> <p data-bbox="253 667 1458 821">This record series consists of documents retained on bridge construction and maintenance of bridges. Included are photos, slides and sketches of bridges, structural inventory sheets from IDOT, location of appraisals, bridge inspection reports, and related plats.</p> <p data-bbox="253 856 1458 953">Recommendation: Retain for two years after life of structure, then dispose of (per agency request)</p>
310.04	<p data-bbox="253 989 1154 1016"><u>CONSTRUCTION PLANS AND DRAWINGS, PLATS AND MAPS</u></p> <p data-bbox="253 1052 1386 1213">Dates: 1893- Volume: 80 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical, Numerical by project Location: City Hall (3rd Floor)</p> <p data-bbox="253 1249 992 1276">Recommendation: Retain permanently.</p>
310.05	<p data-bbox="253 1312 1036 1339"><u>FIELD BOOKS AND RELATED NOTES (ORIGINALS)</u></p> <p data-bbox="253 1375 980 1537">Dates: 1927- Volume: 7½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="253 1572 992 1600">Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
310.06	<p><u>FIELD RECORD BOOK OF MODULES OF RUPTURE TESTS IN CONCRETE BEAMS</u></p> <p>Dates: 1975- Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by project number Location: City Yards</p> <p>Recommendation: Retain permanently.</p>
310.07	<p><u>INDEX TO CONSTRUCTION PLANS AND DRAWINGS</u></p> <p>Dates: No date Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by project Location: City Hall (3rd Floor)</p> <p>Recommendation: Dispose of when plans and drawings are disposed of.</p>
310.08	<p><u>M.F.T. (MOTOR FUEL TAX) AND NON-M.F.T. CONSTRUCTION PROJECT RECORDS</u></p> <p>Dates: 1944- Volume: 8 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical, Numerical by project number Location: City Hall (3rd Floor)</p> <p>This record series consists of contracts, inspection reports, load tickets, etc. for M.F.T. and Non-M.F.T. Construction Projects involving street, alley, sewer construction, etc.</p> <p>Recommendation: Retain for ten years following completion of project, then dispose of. Retain <u>construction plans, drawings and specifications</u> permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
310.09	<p data-bbox="256 411 1365 436"><u>SPECIAL ASSESSMENT RECORD FILES (ORIGINALS AND DUPLICATES)</u></p> <p data-bbox="256 474 1252 632">Dates: 1929- Volume: 18½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Numerical by project number Location: City Yards</p> <p data-bbox="256 663 1458 821">This record series consists of copies of court documents (i.e. orders, petitions, motions) dealing with Special Assessments, newspaper publications, project proposals (originals), bid tabulations, contract awards, and related correspondence.</p> <p data-bbox="256 856 1458 919">Recommendation: Retain for seven years following expiration of assessment, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p data-bbox="532 407 974 434"><u>PUBLIC WORKS DEPARTMENT</u></p> <p data-bbox="370 470 1136 497"><u>PROPERTY AND EQUIPMENT SERVICES DIVISION</u></p>
400.01.	<p data-bbox="207 569 818 596"><u>ADMINISTRATIVE FILES (ORIGINALS)</u></p> <p data-bbox="256 632 1175 793">Dates: 1983- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: City Yards</p> <p data-bbox="256 827 1458 982">This record series consists of interdepartmental memos and correspondence, correspondence with vendors, government agencies, etc.; copies of reports and other documents, etc. received and generated by the Property and Equipment Services Division.</p> <p data-bbox="256 1018 1458 1115">Recommendation: Retain for one (1) year, then dispose of provided all administrative, fiscal, legal, and/or historical value has expired.</p>
400.02.	<p data-bbox="207 1150 935 1178"><u>EQUIPMENT HISTORY - COMPUTER PRINTOUTS</u></p> <p data-bbox="256 1213 980 1373">Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="256 1407 1458 1503">These reports show the history (procurement, repair, and final disposition etc.) of city owned equipment which has been disposed of by the city.</p> <p data-bbox="256 1537 1458 1593">Recommendation: Retain until equipment is sold, traded, or junked, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.03	<p data-bbox="256 405 581 432"><u>EQUIPMENT RECORDS</u></p> <p data-bbox="256 468 1218 625">Dates: 1973- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by equipment Location: City Yards</p> <p data-bbox="256 657 1458 720">This record series includes operator's manuals, service orders, warranties, etc.</p> <p data-bbox="256 756 1458 819">Recommendation: Dispose of when equipment is sold, traded, or junked.</p>
400.04	<p data-bbox="256 854 1430 882"><u>FISCAL RECORDS--COMPUTER PRINTOUTS FROM ACCOUNTING DEPARTMENT</u></p> <p data-bbox="256 917 984 1075">Dates: 1986- Volume: 2½ Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological Location: City Yards</p> <p data-bbox="256 1106 1458 1169">This record series includes month-end reports, ledgers, encumbrances, etc. for the division.</p> <p data-bbox="256 1205 1458 1268">Recommendation: Retain until administrative use is complete, then dispose of.</p>
400.05	<p data-bbox="256 1304 755 1331"><u>GASOLINE/FUEL CARD RECORDS</u></p> <p data-bbox="256 1367 1198 1524">Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by card number Location: City Yards</p> <p data-bbox="256 1556 1458 1619">This record series consists of lists of gasoline card assignments.</p> <p data-bbox="256 1654 1458 1717">Recommendation: Retain for one year after superseded by new list, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.06	<u>GASOLINE/FUEL TRANSACTION REPORTS (COMPUTER PRINTOUTS)</u> Dates: 1984- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards Recommendation: Retain for three years, then dispose of.
400.07	<u>INVENTORY COMPUTER WORKSHEETS</u> Dates: 1986- Volume: 1 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological Location: City Yards Recommendation: Retain for two years, then dispose of.
400.08	<u>MAINSTEM REPORTS</u> Dates: 1984-1986 Volume: 4½ Cu. Ft. Annual Accumulation: None Arrangement: Chronological Location: City Yards This record series consists of a computer printout from Mainstem which was a company hired to compile statistics to set rates charged to the other departments for servicing vehicles. Recommendation: Accumulation may be disposed of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.09	<p data-bbox="261 407 1175 430"><u>MONTHLY STATISTICAL REPORTS (COMPUTER PRINTOUTS)</u></p> <p data-bbox="261 470 984 625">Dates: 1987- Volume: 1½ Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological Location: City Yards</p> <p data-bbox="261 661 1461 753">This record series consists of Monthly Statistical Reports showing the number of non-leased units, repair location expenses, accident and damage reports, monthly billings, etc.</p> <p data-bbox="261 789 1369 814">Recommendation: Retain for two years, then dispose of.</p>
400.10	<p data-bbox="261 854 849 877"><u>PAYROLL TIME CARDS (DUPLICATES)</u></p> <p data-bbox="261 917 984 1073">Dates: 1983- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="261 1108 1369 1134">Recommendation: Retain for two years, then dispose of.</p>
400.11	<p data-bbox="261 1173 1117 1197"><u>PURCHASE ORDERS AND REQUISITIONS (DUPLICATES)</u></p> <p data-bbox="261 1236 1198 1425">Dates: 1981- Volume: 7½ Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Numerical by purchase order/requisition number Location: City Yards</p> <p data-bbox="261 1461 1369 1486">Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.12	<p data-bbox="258 407 849 430"><u>WEEKLY SATELLITE FUELS REPORTS*</u></p> <p data-bbox="258 470 984 630">Dates: 1987- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="258 663 1458 726">This record series consists of Weekly Satellite Fuels Reports which show amount of gas measured in fuel storage tanks.</p> <p data-bbox="258 760 1349 789">Recommendation: Retain for one year, then dispose of.</p>
400.13	<p data-bbox="258 827 792 850"><u>WORK ORDERS (CITY EQUIPMENT)</u></p> <p data-bbox="258 890 1295 1050">Dates: 1984- Volume: 28 Cu. Ft. Annual Accumulation: 7 Cu. Ft. Arrangement: Numerical by equipment number Location: City Yards</p> <p data-bbox="258 1083 1458 1146">Recommendation: Retain for sixty days following completion of work, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p style="text-align: center;"><u>PUBLIC WORKS DEPARTMENT</u> <u>STREETS AND SEWERS DIVISION</u> <u>ADMINISTRATIVE AND MISCELLANEOUS RECORDS</u></p>
500.01	<p><u>ADMINISTRATIVE FILES</u></p> <p>Dates: 1982- Volume: 1½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical by subject Location: City Hall (3rd Floor)</p> <p>This record series consists of Administrative Files containing interdepartmental correspondence and memos, copies of reports, correspondence from citizens, businesses, etc. informational material, etc.</p> <p>Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative, fiscal, legal, or historical value.</p>
500.02	<p><u>ANNUAL ACTIVITY REPORTS</u></p> <p>Dates: 1968- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>Recommendation: Retain for seven years, then dispose of.</p>
500.03	<p><u>BARRICADE REQUESTS (BLOCK PARTIES, PARADES, ETC.)</u></p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>Recommendation: Retain for one year, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.04	<p data-bbox="261 407 431 438"><u>CONTRACTS</u></p> <p data-bbox="261 470 1179 630">Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: City Yards</p> <p data-bbox="261 661 1461 730">Recommendation: Retain for ten years following discharge of terms, then dispose of.</p>
500.05	<p data-bbox="261 762 1024 793"><u>CUSTOM REFUSE PICKUP APPOINTMENT RECORDS</u></p> <p data-bbox="261 825 987 953">Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 984 1461 1081">This record series consists of appointment calendars for citizens calling to arrange pickup by city of large items not taken by usual pickup service.</p> <p data-bbox="261 1113 1369 1144">Recommendation: Retain for two years, then dispose of.</p>
500.06	<p data-bbox="261 1182 812 1213"><u>DAILY CUSTOM PICKUPS (REFUSE)</u></p> <p data-bbox="261 1245 987 1404">Dates: 1982- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="261 1436 1461 1564">This record series consists of lists for special customer pickups of appliances, furniture, etc. which are not normally collected by city refuse collectors. The list shows the name of the resident and the item(s) collected.</p> <p data-bbox="261 1596 1349 1627">Recommendation: Retain for one year, then dispose of.</p>

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500.07	<p data-bbox="261 394 850 436"><u>DAILY GUARD REPORTS (ORIGINALS)</u></p> <table data-bbox="261 457 987 630"><tr><td>Dates:</td><td>1984-</td></tr><tr><td>Volume:</td><td>Negligible</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr><tr><td>Location:</td><td>City Yards</td></tr></table> <p data-bbox="261 651 1463 793">This record series consists of reports showing the daily activities of the Yards/Maintenance area guards. Included are times and dates of rounds, and notations of unusual incidents (i.e. broken window, unlocked doors).</p> <p data-bbox="261 814 1458 856">Recommendation: Retain for three (3) years, then dispose of.</p>	Dates:	1984-	Volume:	Negligible	Annual Accumulation:	Negligible	Arrangement:	Chronological	Location:	City Yards
Dates:	1984-										
Volume:	Negligible										
Annual Accumulation:	Negligible										
Arrangement:	Chronological										
Location:	City Yards										
500.08	<p data-bbox="261 888 662 930"><u>DAILY MILEAGE REPORTS</u></p> <table data-bbox="261 951 987 1123"><tr><td>Dates:</td><td>1978-</td></tr><tr><td>Volume:</td><td>$\frac{1}{2}$ Cu. Ft.</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr><tr><td>Location:</td><td>City Yards</td></tr></table> <p data-bbox="261 1144 1463 1245">This record series consists of Daily Mileage Reports showing the mileage of department vehicles maintained by the Department of Public Works.</p> <p data-bbox="261 1266 1370 1308">Recommendation: Retain for two years, then dispose of.</p>	Dates:	1978-	Volume:	$\frac{1}{2}$ Cu. Ft.	Annual Accumulation:	Negligible	Arrangement:	Chronological	Location:	City Yards
Dates:	1978-										
Volume:	$\frac{1}{2}$ Cu. Ft.										
Annual Accumulation:	Negligible										
Arrangement:	Chronological										
Location:	City Yards										
500.09	<p data-bbox="261 1329 1463 1402"><u>DIG NOTICES TO J.U.L.I.E. (JOINT UTILITY LOCATION INFORMATION FOR EXCAVATORS)</u></p> <table data-bbox="261 1423 987 1596"><tr><td>Dates:</td><td>1985-</td></tr><tr><td>Volume:</td><td>Negligible</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr><tr><td>Location:</td><td>City Yards</td></tr></table> <p data-bbox="261 1617 1463 1728">This record series consists of records of phone calls made to J.U.L.I.E. (Joint Utility Location Information for Excavators) prior to any excavation by the Department.</p> <p data-bbox="261 1749 1349 1791">Recommendation: Retain for one year, then dispose of.</p>	Dates:	1985-	Volume:	Negligible	Annual Accumulation:	Negligible	Arrangement:	Chronological	Location:	City Yards
Dates:	1985-										
Volume:	Negligible										
Annual Accumulation:	Negligible										
Arrangement:	Chronological										
Location:	City Yards										

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.10	<p data-bbox="264 394 829 426"><u>DUMP TICKETS (MONTHLY REPORTS)</u></p> <p data-bbox="264 457 987 621">Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="264 653 1369 684">Recommendation: Retain for two years, then dispose of.</p>
500.11	<p data-bbox="264 716 548 747"><u>EQUIPMENT FILES</u></p> <p data-bbox="264 779 1219 942">Dates: 1970- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by equipment Location: City Yards</p> <p data-bbox="264 974 1463 1047">This record series consists of operation manuals, service orders, warranties, etc. for department owned equipment.</p> <p data-bbox="264 1079 1458 1136">Recommendation: Dispose of when equipment is sold, traded, or junked.</p>
500.12	<p data-bbox="264 1167 1024 1199"><u>FORESTRY PERMITS (TREE PLANTING/REMOVAL)</u></p> <p data-bbox="264 1230 987 1394">Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="264 1425 1369 1457">Recommendation: Retain for two years, then dispose of.</p>
500.13	<p data-bbox="264 1482 1159 1514"><u>GARBAGE COLLECTION REPORTS (ANNUAL/STATISTICAL)</u></p> <p data-bbox="264 1545 987 1709">Dates: 1948- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="264 1740 1458 1772">Recommendation: Retain for seven (7) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.14	<p data-bbox="264 405 1008 432"><u>HEDGE AND OBSTRUCTION VIOLATION NOTICES</u></p> <p data-bbox="264 468 987 625">Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="264 661 1463 720">This record series consists of Hedge and Obstruction Ordinance Violation Notices.</p> <p data-bbox="264 756 1463 821">Recommendation: Retain for two years after visitation has been served, then dispose of.</p>
500.15	<p data-bbox="264 856 1084 884"><u>HEDGE AND OBSTRUCTION VIOLATION NOTICE LOGS</u></p> <p data-bbox="264 919 987 1077">Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="264 1113 1446 1142">Recommendation: Retain for two (2) years, then dispose of.</p>
500.16	<p data-bbox="264 1178 1044 1205"><u>ICE AND SNOW REPORTS (SNOWSTORM REPORTS)*</u></p> <p data-bbox="264 1241 987 1398">Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="264 1434 1463 1493">This record series consists of Snow/Ice Storm Warnings (i.e. reports from meteorological service).</p> <p data-bbox="264 1528 1446 1560">Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES										
500.17	<p data-bbox="261 394 719 426"><u>LOAD TICKETS (ORIGINALS)</u></p> <table data-bbox="261 457 987 625"><tr><td>Dates:</td><td>1968-</td></tr><tr><td>Volume:</td><td>6½ Cu. Ft.</td></tr><tr><td>Annual Accumulation:</td><td>½ Cu. Ft.</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr><tr><td>Location:</td><td>City Yards</td></tr></table> <p data-bbox="261 657 1463 814">This record series consists of Load Tickets maintained by the Public Works Department. The records are used to validate loads of surfacing materials (i.e. gravel, sand, asphalt) hauled by city trucks (i.e. quantity, driver, and time and date delivered).</p> <p data-bbox="261 846 1446 888">Recommendation: Retain for two (2) years, then dispose of.</p>	Dates:	1968-	Volume:	6½ Cu. Ft.	Annual Accumulation:	½ Cu. Ft.	Arrangement:	Chronological	Location:	City Yards
Dates:	1968-										
Volume:	6½ Cu. Ft.										
Annual Accumulation:	½ Cu. Ft.										
Arrangement:	Chronological										
Location:	City Yards										
500.18	<p data-bbox="261 909 1003 940"><u>MOTOR VEHICLE ACCIDENT REPORTS (COPIES)</u></p> <table data-bbox="261 972 987 1140"><tr><td>Dates:</td><td>1983-</td></tr><tr><td>Volume:</td><td>½ Cu. Ft.</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr><tr><td>Location:</td><td>City Yards</td></tr></table> <p data-bbox="261 1171 1463 1234">This record series consists of copies of Motor Vehicle Accident Reports involving Department of Public Works vehicles.</p> <p data-bbox="261 1266 1455 1308">Recommendation: Retain for three (3) years, then dispose of.</p>	Dates:	1983-	Volume:	½ Cu. Ft.	Annual Accumulation:	Negligible	Arrangement:	Chronological	Location:	City Yards
Dates:	1983-										
Volume:	½ Cu. Ft.										
Annual Accumulation:	Negligible										
Arrangement:	Chronological										
Location:	City Yards										
500.19	<p data-bbox="261 1329 1101 1360"><u>MONTHLY WORK PRODUCTION REPORTS (ACTIVITIES)</u></p> <table data-bbox="261 1392 1369 1560"><tr><td>Dates:</td><td>1967-</td></tr><tr><td>Volume:</td><td>½ Cu. Ft.</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr><tr><td>Location:</td><td>City Hall (3rd Floor); City Yards</td></tr></table> <p data-bbox="261 1581 1442 1623">Recommendation: Retain for two (2) years, then dispose of.</p>	Dates:	1967-	Volume:	½ Cu. Ft.	Annual Accumulation:	Negligible	Arrangement:	Chronological	Location:	City Hall (3rd Floor); City Yards
Dates:	1967-										
Volume:	½ Cu. Ft.										
Annual Accumulation:	Negligible										
Arrangement:	Chronological										
Location:	City Hall (3rd Floor); City Yards										

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES										
500.20	<p data-bbox="264 401 1260 436"><u>PERMIT TO USE PUBLIC RIGHT-OF-WAY (CURB/STREET CUTS)</u></p> <table data-bbox="264 464 990 630"><tr><td>Dates:</td><td>1984-</td></tr><tr><td>Volume:</td><td>Negligible</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr><tr><td>Location:</td><td>City Yards</td></tr></table> <p data-bbox="264 657 1450 693">Recommendation: Retain for two (2) years, then dispose of.</p>	Dates:	1984-	Volume:	Negligible	Annual Accumulation:	Negligible	Arrangement:	Chronological	Location:	City Yards
Dates:	1984-										
Volume:	Negligible										
Annual Accumulation:	Negligible										
Arrangement:	Chronological										
Location:	City Yards										
500.21	<p data-bbox="264 722 873 758"><u>PREVENTIVE MAINTENANCE SCHEDULES</u></p> <table data-bbox="264 785 990 951"><tr><td>Dates:</td><td>1984-</td></tr><tr><td>Volume:</td><td>Negligible</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr><tr><td>Location:</td><td>City Yards</td></tr></table> <p data-bbox="264 978 1463 1077">This record series consists of Preventive Maintenance Schedules and notices for preventive maintenance service for city owned vehicles.</p> <p data-bbox="264 1104 1463 1173">Recommendation: Retain for sixty days following completion of work, then dispose of.</p>	Dates:	1984-	Volume:	Negligible	Annual Accumulation:	Negligible	Arrangement:	Chronological	Location:	City Yards
Dates:	1984-										
Volume:	Negligible										
Annual Accumulation:	Negligible										
Arrangement:	Chronological										
Location:	City Yards										
500.22	<p data-bbox="264 1205 873 1241"><u>PURCHASE ORDERS AND REQUISITIONS</u></p> <table data-bbox="264 1268 1370 1434"><tr><td>Dates:</td><td>1984-</td></tr><tr><td>Volume:</td><td>2 Cu. Ft.</td></tr><tr><td>Annual Accumulation:</td><td>$\frac{1}{2}$ Cu. Ft.</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr><tr><td>Location:</td><td>City Yards; City Hall (3rd Floor)</td></tr></table> <p data-bbox="264 1461 1370 1497">Recommendation: Retain for two years, then dispose of.</p>	Dates:	1984-	Volume:	2 Cu. Ft.	Annual Accumulation:	$\frac{1}{2}$ Cu. Ft.	Arrangement:	Chronological	Location:	City Yards; City Hall (3rd Floor)
Dates:	1984-										
Volume:	2 Cu. Ft.										
Annual Accumulation:	$\frac{1}{2}$ Cu. Ft.										
Arrangement:	Chronological										
Location:	City Yards; City Hall (3rd Floor)										

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.23	<p data-bbox="264 394 456 422"><u>RADIO LOGS</u></p> <p data-bbox="264 457 992 621">Dates: 1984- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="264 653 1463 747">This record series consists of Radio Logs monitoring communication between the street truck crews and the base office.</p> <p data-bbox="264 779 1446 821">Recommendation: Retain for two (2) years, then dispose of.</p>
500.24	<p data-bbox="264 848 894 875"><u>RADIO OPERATOR'S LOG (F.C.C.) LOG</u></p> <p data-bbox="264 911 992 1075">Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="264 1106 1463 1232">Recommendation: Retain for two years, then dispose of unless violations are noted by the F.C.C. in which case they are to be retained until release is granted by the F.C.C.</p>
500.25	<p data-bbox="264 1268 643 1295"><u>REQUESTS FOR SERVICE</u></p> <p data-bbox="264 1331 992 1495">Dates: 1983- Volume: 6½ Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological Location: City Yards</p> <p data-bbox="264 1526 1430 1556">Recommendation: Retain for one (1) year, then dispose of.</p>
500.26	<p data-bbox="264 1583 740 1610"><u>SAND/SALT SNOW PLOW RATES</u></p> <p data-bbox="264 1646 992 1810">Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="264 1841 1463 1904">Recommendation: Retain until all administrative use has expired, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.27	<p><u>SEWER HISTORY FILES</u></p> <p>Dates: 1930- Volume: 7½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by address Location: City Yards</p> <p>Recommendation: Retain permanently.</p>
500.28	<p><u>SEWER HISTORY INDEX SHEETS</u></p> <p>Dates: 1970 - Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by street Location: City Yards</p> <p>Recommendation: Retain permanently.</p>
500.29	<p><u>SEWER SERVICE CARDS</u></p> <p>Dates: 1978 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
500.30	<p><u>SEWER SERVICE CONTRACTS/PERMITS (ORIGINALS)</u></p> <p>Dates: 1891- Volume: 7 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>This record series consists of Sewer Service Contracts for the city to hook up sewer systems.</p> <p>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES										
500.31	<p data-bbox="266 394 911 426"><u>STREET SWEEPER CLOCK CARDS (DAILY)</u></p> <table data-bbox="266 457 992 625"><tr><td>Dates:</td><td>1985-</td></tr><tr><td>Volume:</td><td>Negligible</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr><tr><td>Location:</td><td>City Yards</td></tr></table> <p data-bbox="266 657 1466 783">This record series consists of daily Street Sweeper Clock Cards that record the time that sweeper was in operation (when water was used). This file is similar to a flow chart and is maintained by the Public Works Department.</p> <p data-bbox="266 814 1450 846">Recommendation: Retain for two (2) years, then dispose of.</p>	Dates:	1985-	Volume:	Negligible	Annual Accumulation:	Negligible	Arrangement:	Chronological	Location:	City Yards
Dates:	1985-										
Volume:	Negligible										
Annual Accumulation:	Negligible										
Arrangement:	Chronological										
Location:	City Yards										
500.32	<p data-bbox="266 877 532 909"><u>TELEPHONE LOGS</u></p> <table data-bbox="266 940 992 1108"><tr><td>Dates:</td><td>1979-</td></tr><tr><td>Volume:</td><td>Negligible</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr><tr><td>Location:</td><td>City Yards</td></tr></table> <p data-bbox="266 1140 1450 1171">Recommendation: Retain for two (2) years, then dispose of.</p>	Dates:	1979-	Volume:	Negligible	Annual Accumulation:	Negligible	Arrangement:	Chronological	Location:	City Yards
Dates:	1979-										
Volume:	Negligible										
Annual Accumulation:	Negligible										
Arrangement:	Chronological										
Location:	City Yards										
500.33	<p data-bbox="266 1203 987 1234"><u>TREE REMOVAL ORDER INDICES (ORIGINALS)</u></p> <table data-bbox="266 1266 1182 1434"><tr><td>Dates:</td><td>1978-</td></tr><tr><td>Volume:</td><td>$\frac{1}{2}$ Cu. Ft.</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Alphabetical by address</td></tr><tr><td>Location:</td><td>City Yards</td></tr></table> <p data-bbox="266 1465 1466 1612">This record series consists of Index Cards for Tree Removal Orders maintained by the Public Works Department. The cards generally serve as a listing of all trees removed within the city according to description of the tree, date of removal, and location.</p> <p data-bbox="266 1644 1458 1707">Recommendation: Retain until administrative use is complete, then dispose of.</p>	Dates:	1978-	Volume:	$\frac{1}{2}$ Cu. Ft.	Annual Accumulation:	Negligible	Arrangement:	Alphabetical by address	Location:	City Yards
Dates:	1978-										
Volume:	$\frac{1}{2}$ Cu. Ft.										
Annual Accumulation:	Negligible										
Arrangement:	Alphabetical by address										
Location:	City Yards										

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500.34	<p data-bbox="267 394 1279 430"><u>WATER DEPARTMENT PAVEMENT/CURB CUTS--MONTHLY REPORTS*</u></p> <table data-bbox="267 457 990 625"><tr><td>Dates:</td><td>1983-</td></tr><tr><td>Volume:</td><td>Negligible</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr><tr><td>Location:</td><td>City Yards</td></tr></table> <p data-bbox="267 653 1448 688">Recommendation: Retain for two (2) years, then dispose of.</p>	Dates:	1983-	Volume:	Negligible	Annual Accumulation:	Negligible	Arrangement:	Chronological	Location:	City Yards
Dates:	1983-										
Volume:	Negligible										
Annual Accumulation:	Negligible										
Arrangement:	Chronological										
Location:	City Yards										
500.35	<p data-bbox="267 716 477 751"><u>WORK ORDERS</u></p> <table data-bbox="267 779 990 947"><tr><td>Dates:</td><td>1983-</td></tr><tr><td>Volume:</td><td>1 Cu. Ft.</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr><tr><td>Location:</td><td>City Yards</td></tr></table> <p data-bbox="267 974 1463 1045">Recommendation: Retain for sixty days following completion of work, then dispose of.</p>	Dates:	1983-	Volume:	1 Cu. Ft.	Annual Accumulation:	Negligible	Arrangement:	Chronological	Location:	City Yards
Dates:	1983-										
Volume:	1 Cu. Ft.										
Annual Accumulation:	Negligible										
Arrangement:	Chronological										
Location:	City Yards										

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p style="text-align: center;"><u>PUBLIC WORKS DEPARTMENT</u> <u>STREETS AND SEWERS DIVISION</u> <u>PAYROLL AND PERSONNEL RECORDS</u></p>
510.01	<p><u>ABSENTEE SLIPS</u></p> <p>Dates: Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
510.02	<p><u>C.E.T.A. PARTICIPANT FILES</u></p> <p>Dates: 1983 (only) Volume: Negligible Annual Accumulation: None Arrangement: Chronological Location: City Yards</p> <p>Recommendation: Retain for five years following termination of employment, then dispose of.</p>
510.03	<p><u>DAILY COST CENTER SHEETS (TIME REPORTS)</u></p> <p>Dates: 1983- Volume: 2 Cu. Ft. Annual Accumulation: $\frac{1}{2}$ Cu. Ft. Arrangement: Chronological Location: City Yards</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
510.04	<p><u>DAILY WORK RECORD REPORTS</u></p> <p>Dates: 1983- Volume: $2\frac{1}{2}$ Cu. Ft. Annual Accumulation: $\frac{1}{2}$ Cu. Ft. Arrangement: Chronological Location: City Yards</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES										
510.05	<p data-bbox="267 394 573 426"><u>OVERTIME RECORDS</u></p> <table data-bbox="267 457 990 625"><tr><td>Dates:</td><td>1987-</td></tr><tr><td>Volume:</td><td>Negligible</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr><tr><td>Location:</td><td>City Yards</td></tr></table> <p data-bbox="267 657 1466 751">This record series consists of overtime reports for each employee listing the overtime hours worked and used by Public Works employees.</p> <p data-bbox="267 783 1450 814">Recommendation: Retain for two (2) years, then dispose of.</p>	Dates:	1987-	Volume:	Negligible	Annual Accumulation:	Negligible	Arrangement:	Chronological	Location:	City Yards
Dates:	1987-										
Volume:	Negligible										
Annual Accumulation:	Negligible										
Arrangement:	Chronological										
Location:	City Yards										
510.06	<p data-bbox="267 846 1466 909"><u>PAYROLL REGISTER--COMPUTER PRINTOUTS (COPIES FROM FINANCE DEPARTMENT)</u></p> <table data-bbox="267 940 990 1108"><tr><td>Dates:</td><td>1983-</td></tr><tr><td>Volume:</td><td>Negligible</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr><tr><td>Location:</td><td>City Yards</td></tr></table> <p data-bbox="267 1140 1466 1203">Recommendation: Retain until administrative use is complete, then dispose of.</p>	Dates:	1983-	Volume:	Negligible	Annual Accumulation:	Negligible	Arrangement:	Chronological	Location:	City Yards
Dates:	1983-										
Volume:	Negligible										
Annual Accumulation:	Negligible										
Arrangement:	Chronological										
Location:	City Yards										
510.07	<p data-bbox="267 1234 609 1266"><u>PAYROLL TIME CARDS</u></p> <table data-bbox="267 1297 990 1465"><tr><td>Dates:</td><td>1985-</td></tr><tr><td>Volume:</td><td>1 Cu. Ft.</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr><tr><td>Location:</td><td>City Yards</td></tr></table> <p data-bbox="267 1497 1450 1528">Recommendation: Retain for two (2) years, then dispose of.</p>	Dates:	1985-	Volume:	1 Cu. Ft.	Annual Accumulation:	Negligible	Arrangement:	Chronological	Location:	City Yards
Dates:	1985-										
Volume:	1 Cu. Ft.										
Annual Accumulation:	Negligible										
Arrangement:	Chronological										
Location:	City Yards										

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
510.08	<p data-bbox="266 407 776 430"><u>PERSONNEL FILES (ORIGINALS)</u></p> <p data-bbox="266 472 1203 632">Dates: 1940- Volume: 10 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by employee Location: City Yards</p> <p data-bbox="266 667 1463 827">This record series contains Original Personnel Files consisting of personnel action reports, workmen's compensation claims (copies), absentee reports, leave records, earnings records, letters of recommendation, etc. for Department of Public Works employees.</p> <p data-bbox="266 856 1463 1045">Recommendation: Retain for five years following termination of employment, then dispose of. Retain <u>Individual Work and Salary History and Earnings Records</u> for 60 days or until terminated employee's 78th birthday (whichever occurs first), then dispose of.</p>
510.09	<p data-bbox="266 1083 1143 1106"><u>PUBLIC SERVICE WORKER TIMESHEETS (CITY COPIES)</u></p> <p data-bbox="266 1148 992 1308">Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="266 1337 1446 1371">Recommendation: Retain for two (2) years, then dispose of.</p>
510.10	<p data-bbox="266 1402 951 1425"><u>SICK LEAVE/VACATION EMPLOYEE RECORDS</u></p> <p data-bbox="266 1467 992 1627">Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="266 1656 1463 1719">Recommendation: Retain for two years, then dispose of if transferred to permanent record.</p>

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510.11	<u>WORK ASSIGNMENTS</u> Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards Recommendation: Retain for two (2) years, then dispose of.
510.12	<u>WORKFARE DAILY CREW REPORTS (TIME WORKED)</u> Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards Recommendation: Retain for two (2) years, then dispose of.
510.13	<u>WORKFARE WEEKLY ASSIGNMENTS</u> Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards Recommendation: Retain for two (2) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p style="text-align: center;"><u>PUBLIC WORKS DEPARTMENT</u> <u>TRAFFIC ENGINEERING DIVISION</u> <u>ADMINISTRATIVE AND MISCELLANEOUS RECORDS</u></p>
600.01	<p><u>ACCEPTANCE OF IMPROVEMENT</u></p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain ten years following acceptance, then dispose of.</p>
600.02	<p><u>ADMINISTRATIVE FILES</u></p> <p>Dates: 1940- Volume: 23 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Alphabetical by subject Location: City Hall (3rd Floor); City Yards</p> <p>This record series consists of administrative files generally containing interdepartmental correspondence and memos, correspondence with citizens, business and governmental agencies, copies of documents and reports, informational pamphlets, etc. received and generated by the Traffic Engineering Division.</p> <p>Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative, fiscal, legal, or historical value.</p>
600.03	<p><u>AGENDA--ROCKFORD PARKING COMMISSION</u></p> <p>Dates: 1972- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain permanently, (at agency request).</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
600.04	<p data-bbox="264 401 1373 432"><u>ANNUAL REPORT--TWENTY HIGHEST FREQUENCY ACCIDENT LOCATIONS</u></p> <p data-bbox="264 464 1136 621">Dates: 1971- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="264 653 1455 684">Recommendation: Retain for seven (7) years, then dispose of.</p>
600.05	<p data-bbox="264 722 454 753"><u>APPRAISALS</u></p> <p data-bbox="264 785 1136 942">Dates: 1974- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="264 974 1455 1047">Recommendation: Retain for three years after superseded by new appraisal, then dispose of.</p>
600.06	<p data-bbox="264 1075 932 1106"><u>BIDS, SPECIFICATIONS, AND PROPOSALS</u></p> <p data-bbox="264 1138 1373 1295">Dates: 1958- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: City Hall (3rd Floor); City Yards</p> <p data-bbox="264 1327 1455 1400">Recommendation: Retain for ten years following acceptance or rejection, then dispose of.</p>
600.07	<p data-bbox="264 1428 854 1459"><u>CLAIMS INVESTIGATIONS (COPIES)*</u></p> <p data-bbox="264 1491 1373 1648">Dates: 1973- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor); City Yards</p> <p data-bbox="264 1680 1455 1774">This record series consists of copies of investigation reports of claims for damage to property for and against the city. The originals are maintained by the Legal Department.</p> <p data-bbox="264 1806 1455 1879">Recommendation: Retain for three years following settlement of case, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
600.08	<p data-bbox="264 394 683 436"><u>COLLISION DIAGRAM MAPS</u></p> <p data-bbox="264 457 1279 632">Dates: 1947- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by intersection Location: City Hall (3rd Floor)</p> <p data-bbox="264 653 1463 751">This record series consists of Collision Diagram Maps summarizing traffic accidents on an intersection map maintained by the Public Works Department.</p> <p data-bbox="264 779 1458 821">Recommendation: Retain for seven (7) years, then dispose of.</p>
600.09	<p data-bbox="264 856 760 888"><u>COMMITTEE REPORTS (COPIES)</u></p> <p data-bbox="264 909 992 1083">Dates: 1961- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="264 1104 1463 1241">This record series consists of copies of various city Committee Reports received by the Public Works Department. Originals of this record series are retained by the Legal Department.</p> <p data-bbox="264 1262 1458 1335">Recommendation: Retain until administrative use is complete, then dispose of.</p>
600.10	<p data-bbox="264 1360 610 1392"><u>CONDITION DIAGRAMS</u></p> <p data-bbox="264 1413 1284 1587">Dates: 1965- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by intersection Location: City Hall (3rd Floor)</p> <p data-bbox="264 1608 1463 1682">This record series consists of Condition Diagrams showing the location of trees, signs, buildings, etc. at intersections.</p> <p data-bbox="264 1703 1463 1776">Recommendation: Retain until superseded by new diagram, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
600.11	<p><u>CONSTRUCTION AND MAINTENANCE PROJECT RECORDS (i.e., PARKING LOTS, ETC.)</u></p> <p>Dates: 1948- Volume: 11 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical by project number Location: City Hall (3rd Floor); City Yards</p> <p>This record series consists of Construction and Maintenance Project Records for parking lots, etc. Included are construction contracts, inspection reports, appraisals, copies of deeds, legal opinion titles, etc.</p> <p>Recommendation: Retain for ten years following completion of project, then dispose of. Retain <u>Construction Plans and Drawings</u> permanently.</p>
600.12	<p><u>CONSTRUCTION PLANS, DRAWINGS, AND MAPS</u></p> <p>Dates: 1940- Volume: 21½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by project Location: City Hall (3rd Floor); City Yards</p> <p>This record series consists of Construction Plans, Drawings, and Maps for parking lots, traffic signals, traffic flow, etc.</p> <p>Recommendation: Retain permanently.</p>
600.13.	<p><u>CONTRACTS AND SUPPLEMENTS TO CONTRACTS</u></p> <p>Dates: 1967- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: City Hall (3rd Floor); City Yards</p> <p>Recommendation: Retain for ten years following discharge of terms of contracts, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
600.14	<p data-bbox="267 399 1469 472"><u>ENGINEERING AND CONSULTANTS STUDIES AND PLANS (PROJECTS BUILT AND NOT BUILT)</u></p> <p data-bbox="267 493 1380 661">Dates: 1953- Volume: 3½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by project Location: City Hall (3rd Floor); City Yards</p> <p data-bbox="267 682 1469 829">Recommendation: Retain <u>studies and plans for projects built permanently. Retain studies and plans for projects which were not built for ten years, then dispose of.</u></p>
600.15	<p data-bbox="267 850 592 882"><u>EQUIPMENT RECORDS</u></p> <p data-bbox="267 913 1380 1081">Dates: 1970- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by equipment Location: City Hall (3rd Floor); City Yards</p> <p data-bbox="267 1102 1469 1207">This record series consists of Equipment Records (i.e., operation manuals, service orders, warranties, etc. for the Traffic Engineering Division.</p> <p data-bbox="267 1228 1469 1312">Recommendation: Dispose of when equipment is sold, traded, or junked.</p>
600.16	<p data-bbox="267 1333 933 1365"><u>INTERGOVERNMENTAL AGENCY AGREEMENTS</u></p> <p data-bbox="267 1396 1185 1564">Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: City Hall (3rd Floor)</p> <p data-bbox="267 1585 1469 1659">Recommendation: Retain for ten years following discharge of terms of contract, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
600.17	<p><u>INTERSECTION HISTORY FILES</u></p> <p>Dates: 1940- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by intersection Location: City Hall (3rd Floor)</p> <p>This record series consists of records of installation and maintenance of Traffic Lights, etc. including drawings, correspondence relating to the intersection, photographs, traffic signal contracts, summary of traffic surveys, petitions, etc.</p> <p>Recommendation: Retain permanently.</p>
600.18	<p><u>INVENTORIES (EQUIPMENT AND SUPPLIES)</u></p> <p>Dates: 1961- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
600.19	<p><u>LEASES</u></p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain for ten years after termination or completion of the terms of the contract, agreement, or lease, then dispose of.</p>
600.20	<p><u>MATERIAL SAFETY DATA SHEETS</u></p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain for ten years after the product is no longer used or stored in the work place, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
600.21	<p data-bbox="269 394 959 426"><u>MINUTES--ROCKFORD PARKING COMMISSION</u></p> <p data-bbox="269 457 1143 621">Dates: 1957- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="269 653 1468 747">Recommendation: Retain originals permanently. Retain copies until administrative use is complete, then dispose of.</p>
600.22	<p data-bbox="269 779 1357 810"><u>MONTHLY STATISTICAL REPORTS (ACTIVITIES, ACCIDENTS, ETC.)</u></p> <p data-bbox="269 842 1378 1008">Dates: 1970- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor); City Yards</p> <p data-bbox="269 1039 1451 1071">Recommendation: Retain for two (2) years, then dispose of.</p>
600.23	<p data-bbox="269 1104 1468 1167"><u>MOTIONS, RESOLUTIONS, AND ORDINANCES--TRAFFIC COMMISSION (COPIES AND RESEARCH DATA)</u></p> <p data-bbox="269 1199 1378 1365">Dates: 1951- Volume: $8\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor); City Yards</p> <p data-bbox="269 1396 1468 1577">Recommendation: Retain <u>original</u> ordinances permanently. Retain <u>original</u> motions and resolutions for one year, then dispose of if incorporated in minute books. Retain <u>copies and research data</u> until administrative use is complete, then dispose of.</p>
600.24	<p data-bbox="269 1608 1166 1640"><u>PETITIONS AND REQUESTS TO INSTALL STREET LIGHTS</u></p> <p data-bbox="269 1671 1143 1837">Dates: 1982- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="269 1869 1430 1900">Recommendation: Retain for one (1) year, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
600.25	<p><u>PHOTOGRAPHIC RECORDS</u></p> <p>Dates: 1970- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain permanently.</p>
600.26	<p><u>QUESTIONNAIRES (TO AND FROM CITY PUBLIC WORKS)</u></p> <p>Dates: 1965- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by survey Location: City Hall (3rd Floor); City Yards</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
600.27	<p><u>REPORTS OF MOTOR VEHICLE TRAFFIC ACCIDENTS (DEPARTMENTAL COPY)</u></p> <p>Dates: 1970- Volume: 64 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Chronological, Alphabetical by street Location: City Hall (3rd Floor); City Yards</p> <p>Recommendation: Retain for three years, then dispose of.</p>
600.28	<p><u>R.A.T.S. (ROCKFORD AREA TRANSPORTATION SYSTEM) ADMINISTRATIVE FILES</u></p> <p>Dates: 1962- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: City Hall (3rd Floor)</p> <p>This record series consists of Rockford Area Transportation System Administrative Files containing correspondence, copies of reports, and informational material from R.A.T.S.</p> <p>Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative, fiscal, legal, or historical value.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
600.29	<p><u>ROCKFORD TRAFFIC COMMISSION MINUTES</u></p> <p>Dates: 1953- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain <u>originals</u> permanently. Retain <u>copies</u> until administrative use is complete, then dispose of.</p>
600.30	<p><u>SPECIAL EVENTS FILES</u></p> <p>Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by event Location: City Hall (3rd Floor)</p> <p>This record series consists of Special Events Files which include requests to hold events, parade routes, correspondence from groups, programs of scheduled events, etc.</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
600.31	<p><u>STUDIES AND SURVEY REPORTS (PRIVATE CONSULTANTS, LOCAL, STATE, AND FEDERAL)</u></p> <p>Dates: 1942- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by study Location: City Hall (3rd Floor); City Yards</p> <p>Recommendation: Retain one copy of each permanently.</p>
600.32	<p><u>SUMMARY OF MOTOR VEHICLE TRAFFIC ACCIDENTS</u></p> <p>Dates: 1966- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor); City Yards</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
600.33	<p><u>SUMMARY OF TRAFFIC SURVEYS (FROM ILLINOIS DEPARTMENT OF TRANSPORTATION)</u></p> <p>Dates: 1977- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor); City Yards</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
600.34	<p><u>TABULATION OF BIDS</u></p> <p>Dates: 1958- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by project Location: City Hall (3rd Floor); City Yards</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
600.35	<p><u>TRAFFIC COUNT REPORTS</u></p> <p>Dates: 1935- Volume: 2½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by intersection Location: City Hall (3rd Floor); City Yards</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
600.36	<p><u>TRAFFIC RECORD (COMPUTER PRINTOUT FROM ILLINOIS DEPARTMENT OF TRANSPORTATION)</u></p> <p>Dates: 1977- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
600.37	<p data-bbox="269 405 1029 432"><u>TRAFFIC SIGNAL (PROPERTY) DAMAGE REPORTS</u></p> <p data-bbox="269 468 1377 625">Dates: 1972- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor); City Yards</p> <p data-bbox="269 661 1466 852">This record series consists of Traffic Signal Property Damage Reports. Also included are copies of traffic accident reports attached to the damage estimates and billings. The Public Works Department bills for the damage and the Accounting Department collects for the damages, retaining copies of the billing statements.</p> <p data-bbox="269 888 1466 947">Recommendation: Retain for seven years after settlement of claims, then dispose of.</p>
600.38	<p data-bbox="269 982 802 1010"><u>TRAFFIC SIGNAL RECORD CARDS*</u></p> <p data-bbox="269 1045 1466 1236">Dates: 1965- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by intersection and street Location: City Hall (3rd Floor)</p> <p data-bbox="269 1272 1466 1394">This record series consists of Traffic Signal Record Cards listing locations, date installed, model description of lamps, dial schedule, and revisions performed and maintained by the Public Works Department.</p> <p data-bbox="269 1430 1008 1461">Recommendation: Retain permanently.</p>
600.39	<p data-bbox="269 1497 971 1524"><u>WORK ORDERS (SPECIAL ACTION REQUESTS)</u></p> <p data-bbox="269 1560 1377 1717">Dates: 1969- Volume: 9 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Numerical by order number Location: City Hall (3rd Floor); City Yards</p> <p data-bbox="269 1753 1430 1780">Recommendation: Retain for one (1) year, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<u>PUBLIC WORKS DEPARTMENT</u>
	<u>TRAFFIC ENGINEERING DIVISION</u>
	<u>FINANCIAL RECORDS</u>
610.01	<u>ANNUAL FINANCIAL REPORTS</u> Dates: 1956- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor); City Yards Recommendation: Retain for seven (7) years, then dispose of.
610.02	<u>ANNUAL REPORTS OF MAINTENANCE AND COSTS</u> Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor) Recommendation: Retain for seven (7) years, then dispose of.
610.03	<u>AUDIT REPORTS</u> Dates: 1970- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards Recommendation: Retain one copy of each permanently. Retain <u>duplicates</u> for one year, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
610.04	<p data-bbox="261 401 526 428"><u>BUDGET RECORDS</u></p> <p data-bbox="261 464 1373 621">Dates: 1968- Volume: 3½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor); City Yards</p> <p data-bbox="261 657 1461 751">This record series consists of copies of budgets, support data for budget requests, and correspondence to and from the mayor, etc.</p> <p data-bbox="261 787 1461 877">Recommendation: Retain original records for seven years, then dispose of. Retain copies for two years, then dispose of.</p>
610.05	<p data-bbox="261 913 1458 940"><u>EXPENDITURE REPORTS (COMPUTER PRINTOUTS FROM FINANCE DEPARTMENT)</u></p> <p data-bbox="261 976 984 1134">Dates: 1972- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="261 1169 1446 1203">Recommendation: Retain for two (2) years, then dispose of.</p>
610.06	<p data-bbox="261 1234 508 1262"><u>GRANT RECORDS</u></p> <p data-bbox="261 1297 1138 1455">Dates: 1969- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by grant Location: City Hall (3rd Floor)</p> <p data-bbox="261 1491 1461 1648">This record series contains original Grant Records including grant applications, grant monitoring reports, and supporting documentation from grants directly applied for (i.e. grants which are not applied for through the City Clerk, Finance Department, Accounting Department, etc.).</p> <p data-bbox="261 1684 1461 1745">Recommendation: Retain for three years from completion of audit, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
610.07	<u>LIST OF PURCHASE ORDERS</u> Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor) Recommendation: Retain for two (2) years, then dispose of.
610.08	<u>MONTHLY PARKING METER REVENUE REPORTS</u> Dates: 1958- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor); City Yards Recommendation: Retain for two (2) years, then dispose of.
610.09	<u>PURCHASE ORDERS AND REQUISITIONS (DEPARTMENT COPIES) AND PAID BILLS (DUPLICATES)</u> Dates: 1968- Volume: 7½ Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological Location: City Hall (3rd Floor); City Yards Recommendation: Retain for two (2) years, then dispose of.
610.10	<u>STATE OF ILLINOIS INVOICE VOUCHERS</u> Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor) Recommendation: Retain for seven (7) years, then dispose of.

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	<p data-bbox="532 401 974 428"><u>PUBLIC WORKS DEPARTMENT</u></p> <p data-bbox="483 464 1023 491"><u>TRAFFIC ENGINEERING DIVISION</u></p> <p data-bbox="475 527 1031 554"><u>PAYROLL AND PERSONNEL RECORDS</u></p>
620.01	<p data-bbox="259 594 638 621"><u>EMPLOYEE EVALUATIONS</u></p> <p data-bbox="259 657 1130 814">Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="259 850 1458 913">Recommendation: Retain for five years following termination of employment, then dispose of.</p>
620.02	<p data-bbox="259 949 618 976"><u>EMPLOYEE GRIEVANCES</u></p> <p data-bbox="259 1012 1130 1169">Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="259 1205 1453 1232">Recommendation: Retain for five (5) years, then dispose of.</p>
620.03	<p data-bbox="259 1268 675 1295"><u>EMPLOYEE LEAVE RECORDS</u></p> <p data-bbox="259 1331 1130 1488">Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="259 1524 1458 1587">Recommendation: Retain for two years, then dispose of if transferred to employees permanent record.</p>
620.04	<p data-bbox="259 1619 444 1646"><u>JOB AUDITS</u></p> <p data-bbox="259 1682 1130 1839">Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p data-bbox="259 1875 1453 1902">Recommendation: Retain for five (5) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
620.05	<u>PAYROLL TIME CARDS</u> Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor) Recommendation: Retain for two (2) years, then dispose of.
620.06	<u>PERSONNEL FILES</u> Dates: 1973- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor) Recommendation: Retain for five years following termination of employment, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p data-bbox="532 407 972 434"><u>PUBLIC WORKS DEPARTMENT</u></p> <p data-bbox="485 470 1019 497"><u>TRAFFIC ENGINEERING DIVISION</u></p> <p data-bbox="514 533 990 560"><u>TRAFFIC SIGN SHOP RECORDS</u></p>
630.01	<p data-bbox="258 600 634 625"><u>ADMINISTRATIVE FILES</u></p> <p data-bbox="258 661 1175 821">Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: City Yards</p> <p data-bbox="258 856 1458 982">This record series contains Administrative Files consisting of memos, interdepartmental correspondence, copies of reports, informational materials, etc. maintained by the Public Works Department.</p> <p data-bbox="258 1018 1458 1144">Recommendation: Retain for one years, then dispose of records no longer possessing any further administrative, fiscal, legal, or historical value.</p>
630.02	<p data-bbox="258 1180 712 1205"><u>DAILY COST CENTER SHEETS</u></p> <p data-bbox="258 1241 984 1400">Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="258 1436 1445 1461">Recommendation: Retain for two (2) years, then dispose of.</p>
630.03	<p data-bbox="258 1499 542 1524"><u>DAILY WORK LOGS</u></p> <p data-bbox="258 1560 984 1719">Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="258 1755 1445 1780">Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
630.04	<p data-bbox="264 396 870 420"><u>LIST OF CROSSWALKS TO BE PAINTED</u></p> <p data-bbox="264 459 987 617">Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="264 653 1463 714">Recommendation: Retain for 60 days following completion of work, then dispose of.</p>
630.05	<p data-bbox="264 749 721 772"><u>MONTHLY ACTIVITY REPORTS</u></p> <p data-bbox="264 812 987 970">Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="264 1005 1446 1037">Recommendation: Retain for two (2) years, then dispose of.</p>
630.06	<p data-bbox="264 1073 867 1096"><u>PAYROLL TIME SHEETS (DUPLICATES)</u></p> <p data-bbox="264 1136 987 1293">Dates: 1988- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="264 1329 1463 1419">This record series contains duplicate Payroll Time Sheets signed by the employees. The originals are forwarded to the Administrative Office.</p> <p data-bbox="264 1455 1446 1486">Recommendation: Retain for two (2) years, then dispose of.</p>
630.07	<p data-bbox="264 1522 472 1545"><u>WORK ORDERS</u></p> <p data-bbox="264 1585 987 1743">Dates: 1987- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="264 1778 1463 1839">Recommendation: Retain for sixty days following completion of work, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p data-bbox="534 396 976 424"><u>PUBLIC WORKS DEPARTMENT</u></p> <p data-bbox="485 464 1024 491"><u>TRAFFIC ENGINEERING DIVISION</u></p> <p data-bbox="496 529 1013 556"><u>TRAFFIC SIGNAL SHOP RECORDS</u></p>
640.01	<p data-bbox="259 594 641 621"><u>ADMINISTRATIVE FILES</u></p> <p data-bbox="259 657 1179 814">Dates: 1975- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: City Yards</p> <p data-bbox="259 850 1461 976">This record series consists of administrative files containing interdepartmental correspondence and memos, copies of reports, informational material, etc. maintained by the Public Works Department.</p> <p data-bbox="259 1012 1461 1138">Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative, fiscal, legal, or historical value.</p>
640.02	<p data-bbox="259 1173 565 1201"><u>BULB CHANGE LOGS</u></p> <p data-bbox="259 1236 985 1394">Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="259 1430 1461 1493">This record series consists of Bulb Change Logs showing when bulbs were changed in traffic signals and street lights.</p> <p data-bbox="259 1528 1369 1556">Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
640.03	<p data-bbox="261 401 850 432"><u>DAILY WORK REPORT (TIME SHEETS)</u></p> <p data-bbox="261 464 987 625">Dates: 1987- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: $\frac{1}{2}$ Cu. Ft. Arrangement: Chronological Location: City Yards</p> <p data-bbox="261 657 1463 814">This record series consists of Daily Work Report Time Sheets filled out by employees. This form duplicates information listed on the "official" time sheet that is completed by the supervisor and forwarded to the Administrative Office.</p> <p data-bbox="261 846 1369 877">Recommendation: Retain for two years, then dispose of.</p>
640.04	<p data-bbox="261 919 987 951"><u>DRIVER'S REPORT (MAINTENANCE REQUESTS)</u></p> <p data-bbox="261 982 987 1144">Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="261 1176 1463 1276">This record series consists of Driver's Reports Maintenance Requests for requests for maintenance on department vehicles (i.e. oil change, rotation of tires, etc.).</p> <p data-bbox="261 1308 1463 1371">Recommendation: Retain for 60 days following completion of maintenance work, then dispose of.</p>
640.05	<p data-bbox="261 1402 548 1434"><u>EQUIPMENT FILES</u></p> <p data-bbox="261 1465 1219 1627">Dates: 1974- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by equipment Location: City Yards</p> <p data-bbox="261 1659 1463 1759">This record series consists of Equipment Files containing operation manuals, service orders, warranties, etc. for traffic signal shop equipment.</p> <p data-bbox="261 1791 1463 1854">Recommendation: Dispose of when equipment is sold, traded, or junked.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
640.06	<p data-bbox="256 407 521 432"><u>EQUIPMENT LOGS</u></p> <p data-bbox="256 470 980 625">Dates: 1974- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="256 663 1455 726">This record series consists of Equipment Loss listing dates equipment purchased, used and disposed of.</p> <p data-bbox="256 764 1455 827">Recommendation: Retain until equipment listed is sold, traded, or junked, then dispose of.</p>
640.07	<p data-bbox="256 863 902 888"><u>INSPECTION REPORTS (INTERSECTIONS)</u></p> <p data-bbox="256 926 980 1081">Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="256 1119 1455 1144">Recommendation: Retain for two (2) years, then dispose of.</p>
640.08	<p data-bbox="256 1180 883 1205"><u>INVENTORIES (EQUIPMENT, SUPPLIES)</u></p> <p data-bbox="256 1243 980 1398">Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="256 1436 1455 1461">Recommendation: Retain for two (2) years, then dispose of.</p>
640.09	<p data-bbox="256 1497 695 1522"><u>LIST OF PURCHASE ORDERS</u></p> <p data-bbox="256 1560 980 1715">Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="256 1753 1455 1778">Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
640.10	<p data-bbox="264 394 1299 436"><u>PLATS, MAPS, SPECIFICATIONS, AND CONSTRUCTION DRAWINGS</u></p> <p data-bbox="264 457 1396 630">Dates: 1940- Volume: 12 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by project or subject Location: City Yards</p> <p data-bbox="264 651 1461 751">Recommendation: Retain <u>originals</u> permanently. Retain <u>copies</u> until administrative use is complete, then dispose of.</p>
640.11	<p data-bbox="264 779 873 821"><u>PREVENTIVE MAINTENANCE SCHEDULES</u></p> <p data-bbox="264 842 990 1014">Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="264 1035 1461 1115">Recommendation: Retain for 60 days following completion of work, then dispose of.</p>
640.12	<p data-bbox="264 1136 889 1178"><u>SERVICE REPORTS (TRAFFIC SIGNALS)</u></p> <p data-bbox="264 1199 1282 1371">Dates: 1974- Volume: 14 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical by intersection Location: City Yards</p> <p data-bbox="264 1392 1461 1472">Recommendation: Retain for two years after traffic signal is removed or replaced, then dispose of.</p>
640.13	<p data-bbox="264 1493 625 1535"><u>SERVICE REPORT LOGS</u></p> <p data-bbox="264 1556 990 1728">Dates: 1974- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="264 1749 1445 1787">Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
640.14	<p data-bbox="261 405 831 432"><u>STREET LIGHTING SERVICE RECORD</u></p> <p data-bbox="261 468 1276 625">Dates: 1974- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by intersection Location: City Yards</p> <p data-bbox="261 661 1458 724">Recommendation: Retain until street light is replaced, then dispose of.</p>
640.15	<p data-bbox="261 760 1159 787"><u>TRAFFIC SIGNAL CONTROL MAINTENANCE RECORD CARDS</u></p> <p data-bbox="261 823 1458 1014">Dates: 1982- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by type, nu by equipment number Location: City Yards</p> <p data-bbox="261 1050 1458 1113">Recommendation: Retain for two years after equipment is sold, traded, or junked, then dispose of.</p>
640.16	<p data-bbox="261 1148 813 1176"><u>TRAFFIC SIGNAL PAINTING LISTS</u></p> <p data-bbox="261 1211 984 1369">Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p data-bbox="261 1404 1458 1467">This record series consists of Traffic Signal Painting Lists showing the date the individual signals were painted.</p> <p data-bbox="261 1503 1458 1566">Recommendation: Retain until superseded by new list, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES										
640.17	<p data-bbox="261 394 797 426"><u>TRAFFIC SIGNAL RECORD (COPY)</u></p> <table data-bbox="261 457 1279 621"><tr><td>Dates:</td><td>1974-</td></tr><tr><td>Volume:</td><td>$\frac{1}{2}$ Cu. Ft.</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Alphabetical by intersection</td></tr><tr><td>Location:</td><td>City Yards</td></tr></table> <p data-bbox="261 653 1463 716">The original record is maintained by Traffic Engineering Department in City Hall (item #600.38).</p> <p data-bbox="261 747 1463 810">Recommendation: Retain until traffic signal is removed or replaced, then dispose of.</p>	Dates:	1974-	Volume:	$\frac{1}{2}$ Cu. Ft.	Annual Accumulation:	Negligible	Arrangement:	Alphabetical by intersection	Location:	City Yards
Dates:	1974-										
Volume:	$\frac{1}{2}$ Cu. Ft.										
Annual Accumulation:	Negligible										
Arrangement:	Alphabetical by intersection										
Location:	City Yards										
640.18	<p data-bbox="261 848 1040 879"><u>UNCOMPLETED REQUESTS (COMPUTER PRINTOUTS)</u></p> <table data-bbox="261 911 987 1075"><tr><td>Dates:</td><td>1988-</td></tr><tr><td>Volume:</td><td>Negligible</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr><tr><td>Location:</td><td>City Yards</td></tr></table> <p data-bbox="261 1106 1463 1169">Recommendation: Retain for sixty days following completion of work, then dispose of.</p>	Dates:	1988-	Volume:	Negligible	Annual Accumulation:	Negligible	Arrangement:	Chronological	Location:	City Yards
Dates:	1988-										
Volume:	Negligible										
Annual Accumulation:	Negligible										
Arrangement:	Chronological										
Location:	City Yards										
640.19	<p data-bbox="261 1201 529 1232"><u>WORK SCHEDULES</u></p> <table data-bbox="261 1264 987 1428"><tr><td>Dates:</td><td>1981-</td></tr><tr><td>Volume:</td><td>Negligible</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr><tr><td>Location:</td><td>City Yards</td></tr></table> <p data-bbox="261 1459 1446 1491">Recommendation: Retain for two (2) years, then dispose of.</p>	Dates:	1981-	Volume:	Negligible	Annual Accumulation:	Negligible	Arrangement:	Chronological	Location:	City Yards
Dates:	1981-										
Volume:	Negligible										
Annual Accumulation:	Negligible										
Arrangement:	Chronological										
Location:	City Yards										

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<u>DEPARTMENT OF PUBLIC WORKS</u>
	<u>WATER DIVISION - ADMINISTRATIVE AND FINANCIAL SECTION</u>
700.01	<u>ACCOUNTS PAYABLE INVOICES FOR VENDOR PAYMENTS (ORIGINALS)*</u> Dates: 1972- Volume: 3½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by company name These are original invoices not copied with the finance department. The invoices, however, are summarized within the accounting system records of the Finance Department. Recommendation: Retain for seven years in the office, then dispose of.
700.02	<u>ACCOUNTS RECEIVABLE TRIAL BALANCE REPORTS</u> Dates: 1970- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.
700.03	<u>ADMINISTRATIVE CORRESPONDENCE AND RELATED MEMORANDA (ORIGINALS AND DUPLICATES)</u> Dates: 1974- Volume: 25½ Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological, Alphabetical by subject This is administrative correspondence with related memoranda produced and maintained by various administrative levels of the Water Division (including the superintendent's office) predominantly pertinent to routine day-to-day transactions. Recommendation: Retain for one (1) year, then dispose of provided all administrative, fiscal, legal, and/or historical value has expired.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
700.04	<u>AGREEMENTS AND LEASES (PROPERTY)</u> Dates: 1909-1932 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological Recommendation: Retain for ten years after termination or completion of agreement, then dispose of.
700.05	<u>ATLAS OF CITY OF ROCKFORD (STREET)</u> Dates: 1939-1951 Volume: 4 Cu. Ft. Annual Accumulation: Obsolete Arrangement: Numerical This record series includes Volumes 1 and 2. Recommendation: Retain permanently.
700.06	<u>ATTENDANCE RECORDS (SICK/VACATION REPORT)</u> Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two years, then dispose of if transferred to permanent record.
700.07	<u>BANK RECONCILIATION LEDGER SHEETS</u> Dates: 1973- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
700.08	<p data-bbox="261 405 1458 464"><u>BANK STATEMENTS, DAILY BALANCE SHEETS, MACHINE TAPES, CANCELLED CHECKS, AND DEPOSIT SLIPS (ORIGINALS)</u></p> <p data-bbox="261 499 1000 625"> Dates: 1950- Volume: 24 3/4 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological </p> <p data-bbox="261 661 1458 751"> These are the Water Division's local bank account records of account, activity of deposits, and disbursements, and charges. </p> <p data-bbox="261 787 1458 814"> Recommendation: Retain for seven (7) years, then dispose of. </p>
700.09	<p data-bbox="261 852 1458 911"><u>BILLING AND CASH COLLECTIONS RUN FROM METER WATER SALES (WEEKLY) (ORIGINALS)</u></p> <p data-bbox="261 947 1430 1073"> Dates: 1972- Volume: 103 Cu. Ft. Annual Accumulation: 6½ Cu. Ft. Arrangement: Numerical by customer account number </p> <p data-bbox="261 1108 1458 1167"> This is an original water division report not generated for accounting office reference. </p> <p data-bbox="261 1203 1458 1262"> Recommendation: Retain for two years in office, then dispose of. </p>
700.10	<p data-bbox="261 1304 776 1331"><u>BILLING LEDGERS (ORIGINALS)</u></p> <p data-bbox="261 1398 984 1524"> Dates: 1888-1935 Volume: 10 Cu. Ft. Annual Accumulation: Obsolete Arrangement: Chronological </p> <p data-bbox="261 1560 1252 1587"> Recommendation: Accumulation may be disposed of. </p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
700.11	<p><u>BUDGET REPORTS, ANNUAL FINANCIAL STATEMENTS, AND FIVE YEAR PLANS (DUPLICATE)</u></p> <p>Dates: 1975- Volume: 4 Cu. Ft. Annual Accumulation: 1/3 Cu. Ft. Arrangement: Chronological</p> <p>These reports and plans are generated to target the division's service objectives and goals in compatibility with sound budgetary/fiscal management. Originals are maintained within the administrative files of the city's finance department.</p> <p>Recommendation: Retain for two years, then dispose of.</p>
700.12	<p><u>CASH RECEIPTS AND DISBURSEMENTS LEDGERS (ORIGINALS)</u></p> <p>Dates: 1946- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These are original hard bound accounting ledgers of Water Division cash receipts and disbursements.</p> <p>Recommendation: Retain for seven years, then dispose of.</p>
700.13	<p><u>CASH RECEIPTS AND DISBURSEMENTS SUMMARY FOR THE PUBLIC WORKS DEPARTMENT (DUPLICATES)</u></p> <p>Dates: 1987- Volume: 12 Cu. Ft. Annual Accumulation: 12 Cu. Ft. Arrangement: by account, by fund, by cost center</p> <p>This is a monthly and cumulative report (computer printout) showing receipts and disbursement for both the Water Division and other Public Works areas summarizing assets, liabilities and revenues. The accounting office of the Finance Department maintains the master city government accounting register and ledger documentation.</p> <p>Recommendation: Retain for two (2) years in office, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
700.14	<p><u>CHECK REGISTERS (OBSOLETE)</u></p> <p>Dates: 1971-1987 Volume: 12 Cu. Ft. Annual Accumulation: Obsolete Arrangement: Chronological, Alphabetical by vendor</p> <p>These check registers, which became obsolete in December, 1987 with the advent of the agency's current accounts payable system, document non-vendor payments issued from the division (e.g. overpayment refunds).</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
700.15	<p><u>CHECK STUBS</u></p> <p>Dates: 1950- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
700.16	<p><u>COLLECTION LEDGER (FOR BILLS SUBMITTED TO CITY CLERK FOR COLLECTION)</u></p> <p>Dates: 1916-1921 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological</p> <p>Recommendation: Accumulation may be disposed of.</p>
700.17	<p><u>CONTRACT (WATERMAIN EXTENSION THROUGH RAILROAD PROPERTY)</u></p> <p>Dates: 1919-1927 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
700.18	<p><u>COUNT CHARGE AND CONSUMPTION FOR RESIDENTIAL AND COMMERCIAL ACCOUNTS</u></p> <p>Dates: 1973 Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
700.19	<p><u>CUSTOMER DEPOSIT TICKETS (REFUNDABLE AND NONREFUNDABLE)*</u></p> <p>Dates: 1970- Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>The pink and blue tickets show the name and address of the customer, check number, and the amount of the deposit.</p> <p>Recommendation: Retain for two years after refund, then dispose of if recorded in refund ledger. If not, retain for seven years, then dispose of.</p>
700.20	<p><u>EMPLOYEE TIME CARDS (ORIGINALS)</u></p> <p>Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These are employee time cards used for payroll preparation and verification.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
700.21	<p><u>EMPLOYMENT ROSTER CARDS (ORIGINALS)</u></p> <p>Dates: 1950- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical, Chronological</p> <p>Recommendation: Retain permanently.</p>

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700.22	<p data-bbox="256 405 711 426"><u>EQUIPMENT SPECIFICATIONS</u></p> <p data-bbox="256 468 980 594">Dates: 1900-1907 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological</p> <p data-bbox="256 625 1247 657">Recommendation: Accumulation may be disposed of.</p>
700.23	<p data-bbox="256 695 581 716"><u>FIXED ASSET CARDS</u></p> <p data-bbox="256 758 980 884">Dates: 1950- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 915 1458 1073">These cards show cost and depreciation of fixed assets and are currently being computerized. The computerized inventory and control system for fixed assets are currently cycled and updated on tape for a six month retention by the city's data processing office.</p> <p data-bbox="256 1104 1458 1199">Recommendation: Retain in office until the record is updated on tape, traded-in, or until retirement of asset is documented, then dispose of.</p>
700.24	<p data-bbox="256 1245 1458 1297"><u>GENERAL ACCOUNTS ADMINISTRATION FILE (ORIGINALS OR RECORD COPIES)</u></p> <p data-bbox="256 1339 980 1455">Dates: 1900- Volume: 20 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 1497 1458 1686">This record series consists of Water Division copies of computer printout billings, bill stubs, bill registers, receivable registers, and cash receipts for other than water sales. Much of this documentation is either generated by or captured within the Finance Department's Accounting Office files and ledgers.</p> <p data-bbox="256 1717 1458 1749">Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
700.25	<p><u>METER AND SERVICE CASH BOOK JOURNALS</u></p> <p>Dates: 1930-1930 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological</p> <p>Recommendation: Accumulation may be disposed of.</p>
700.26	<p><u>METER APPLICATIONS (HALF BLUE SHEETS) AND ADDING MACHINE TAPES</u></p> <p>Dates: 1927- Volume: 16½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
700.27	<p><u>PAID WATER BILL STUBS (ORIGINAL)</u></p> <p>Dates: 1978- Volume: 108 Cu. Ft. Annual Accumulation: 11 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year in office, then dispose of.</p>
700.28	<p><u>PAYROLL PRINTOUT REGISTERS RECEIVED FROM CENTRAL ACCOUNTING OF THE FINANCE DEPARTMENT (DUPLICATES)</u></p> <p>Dates: 1982- Volume: 2 Cu. Ft. Annual Accumulation: 1/3 Cu. Ft. Arrangement: Chronological</p> <p>The city's Payroll Office within the Central Accounting Division is the generator and primary record keeper of this payroll printout report used for verifying the accuracy of a given payroll.</p> <p>Recommendation: Retain for two years in office, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
700.29	<p data-bbox="256 401 618 426"><u>PAYROLL TIME SHEETS</u></p> <p data-bbox="256 464 1252 590"> Dates: 1983- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by pay period </p> <p data-bbox="256 621 1442 653">Recommendation: Retain for two (2) years, then dispose of.</p>
700.30	<p data-bbox="256 688 808 714"><u>PAYROLL VOUCHERS (DUPLICATES)</u></p> <p data-bbox="256 751 984 877"> Dates: 1987- Volume: 3 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Chronological </p> <p data-bbox="256 915 1458 978">Originals of these are maintained within the Payroll Office of the Finance Department.</p> <p data-bbox="256 1010 1458 1073">Recommendation: Retain for two (2) years in office, then dispose of.</p>
700.31	<p data-bbox="256 1140 659 1165"><u>PAYROLL WORK SHEETS *</u></p> <p data-bbox="256 1203 1256 1329"> Dates: 1980- Volume: $\frac{1}{4}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by pay period </p> <p data-bbox="256 1360 1442 1392">Recommendation: Retain for two (2) years, then dispose of.</p>
700.32	<p data-bbox="256 1428 1097 1453"><u>PERSONNEL FILES (ORIGINALS OR RECORD COPIES)</u></p> <p data-bbox="256 1491 967 1617"> Dates: 1950- Volume: 9 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical </p> <p data-bbox="256 1648 1458 1806">These are water division personnel files containing applications for employment, longevity increase forms, resumes, employee disciplinary forms, performance evaluations, and employment separation documentation. In the case of the Water Division, division level personnel files are more complete.</p> <p data-bbox="256 1843 1458 2028">Recommendation: Retain for five years following termination of employment, then dispose of. Retain <u>individual work history & salary record</u> for sixty years or until terminated employee's 78th birthday (whichever occurs first), then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
700.33	<u>REFUND LEDGERS</u> Dates: 1960- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.
700.34	<u>TRANSACTION REGISTERS FOR WATER DEPARTMENT FUNDS (INCLUDES BIWEEKLY AND YEAR-TO-DATE REPORTS)</u> Dates: 1978- Volume: 4½ Cu. Ft. Annual Accumulation: Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of. Retain final fiscal year-to-date for seven years, then dispose of.
700.35	<u>TRIAL BALANCE SHEETS</u> Dates: 1973- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.
700.36	<u>WATER DEPARTMENT METER SIZE COUNT LISTS (PRINTOUTS)*</u> Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
700.37	<u>WATER DEPARTMENT MISCELLANEOUS ACCOUNTS LEDGER (HANDWRITTEN)</u> Dates: 1947-1953 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological Recommendation: Accumulation may be disposed of.
700.38	<u>WATER DEPOSIT RECEIPTS</u> Dates: 1985- Volume: 4 Cu. Ft. Annual Accumulation: Arrangement: Chronological Recommendation: Retain for two years after refunded, then dispose of if recorded in refund ledgers. If not recorded, retain for seven years after refund, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<u>DEPARTMENT OF PUBLIC WORKS</u>
	<u>WATER DIVISION - CUSTOMER SERVICES SECTION</u>
710.01	<u>COMPLAINT FORMS (SERVICE, BILLINGS, ETC.)</u> Dates: 1978- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: None Recommendation: Retain for two (2) years, then dispose of.
710.02	<u>FEE ACCOUNT CARDS</u> Dates: 1914- Volume: 40 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Chronological, Alphabetical These original service fee account cards are maintained to record the history of a service account since its opening, in addition to a historical record of all water service accounts during the life of a serviced building or home. Recommendation: Retain for two years after the life of the corresponding serviced building or home, then dispose of (per agency request).
710.03	<u>METER CARDS</u> Dates: 1931- Volume: 8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological This record series shows meter location, size, meter numbers, and date replaced. Recommendation: Retain until meter is replaced or removed, then dispose of (per agency request).

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
710.04	<p data-bbox="264 396 1065 428"><u>METER INSTALLATION REPORTS (FORM 5M-9-53)*</u></p> <p data-bbox="264 464 1463 621">Dates: 1954- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological, Numerical by installation number</p> <p data-bbox="264 657 1463 716">Recommendation: Retain until meter is removed or replaced, then dispose of.</p>
710.05	<p data-bbox="264 751 972 783"><u>METER SURVEY AND TEST RESULTS REPORTS</u></p> <p data-bbox="264 819 992 940">Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 976 1450 1010">Recommendation: Retain for two (2) years, then dispose of.</p>
710.06	<p data-bbox="264 1045 589 1077"><u>METER TEST CARDS*</u></p> <p data-bbox="264 1113 1463 1270">Dates: 1962- Volume: 5½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological, Numerical by meter number</p> <p data-bbox="358 1297 1458 1331">This record series shows dates meter was installed/removed.</p> <p data-bbox="264 1367 1372 1392">Recommendation: Retain for two years, then dispose of.</p>
710.07	<p data-bbox="264 1428 891 1459"><u>POST CARD METER READS (ORIGINALS)</u></p> <p data-bbox="264 1495 989 1617">Dates: 1987- Volume: 25 Cu. Ft. Annual Accumulation: 25 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="264 1652 1430 1686">Recommendation: Retain for one (1) year, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p style="text-align: center;"><u>DEPARTMENT OF PUBLIC WORKS</u></p> <p style="text-align: center;"><u>WATER DIVISION - DISTRIBUTION SECTION</u></p>
720.01	<p><u>"AS BUILTS" ON MYLARS</u></p> <p>Dates: 1920- Volume: 15 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These are As Built drawings (on mylar) of the city's water distribution system showing the development of the system.</p> <p>Recommendation: Retain permanently.</p>
720.02	<p><u>BLUEPRINTS OF WATER MAIN CONSTRUCTION AND REPAIR PROJECTS AND EQUIPMENT</u></p> <p>Dates: 1916- Volume: 48½ Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: by project number, Chronological</p> <p>Recommendation: Retain for one (1) year in office, then dispose of.</p>
720.03	<p><u>ENGINEERING PLAT MAPS (RECORD COPIES)</u></p> <p>Dates: Negligible Volume: 20 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series is updated periodically. Originals are maintained within the Engineering Division's Office of the Department of Public Works, City Hall.</p> <p>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
720.04	<p><u>PROJECT AS BUILT PRINTS (ORIGINALS)</u></p> <p>Dates: 1920- Volume: 60 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological</p> <p>This record series is comprised of As Built Prints of water distribution system mains (these prints are blueprints of engineering mylars).</p> <p>Recommendation: Retain permanently.</p>
720.05	<p><u>WATER MAIN ADVANCE CONTRACTS WITH SUPPORTING AND/OR RELATED DOCUMENTS*</u></p> <p>Dates: 1939- Volume: 13 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological, Alphabetical</p> <p>These are the city's originals of water main advance contracts with individuals or construction contractors providing for the building or opening of a main at the ultimate expense of a customer. Terms of the agreement or contract provide for a refund to the city when city funds are advanced to open or establish a main. In addition to the contract, the series contains water main advance ledgers and cash receipts, as well as scaled engineering drawings of each job.</p> <p>Recommendation: Retain in office for ten year following expiration of contract term, then dispose of.</p>
720.06	<p><u>WATER MAIN ADVANCES LEDGERS</u></p> <p>Dates: 1985- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name, Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
720.07	<p><u>WATER PROJECT FILES</u></p> <p>Dates: 1950- Volume: 26 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Alphabetical by street/subdivision name</p> <p>This record series includes: agreements, invoices, service contracts, correspondence, subdivision plat maps for construction of water mains and installation of fire hydrants for new subdivision, schools, shopping centers, factories, etc.</p> <p>Recommendation: Retain for ten years following completion of project, then dispose of. Retain <u>plats, construction plans, drawings, and specifications</u> permanently.</p>
720.08	<p><u>WATER PROJECT FILES FOR CITY WATER DEPARTMENT (RESERVOIRS, DEEP WELLS, ETC.)</u></p> <p>Dates: 1950- Volume: 30 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Numerical by unit number</p> <p>This record series includes: blueprints, plans, and drawings for construction of deep well turbines, reservoirs, etc. for city water services, photos, surety bonds, specifications and proposals for the purchase of equipment, deep well performance charts and related correspondence with E.P.A., Sanitary Water Board, etc.</p> <p>Recommendation: Retain for ten years following completion of project, then dispose of. Retain <u>construction plans, drawings, blueprints and specifications</u> permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
730.01	<p data-bbox="509 394 1008 426"><u>DEPARTMENT OF PUBLIC WORKS</u></p> <p data-bbox="310 457 1211 489"><u>WATER DIVISION - PRODUCTION AND CONTROL SECTION</u></p> <p data-bbox="264 520 1463 615"><u>CONTROL ROOM DAILY TIME LOG OF EQUIPMENT IN OPERATION AND RESERVOIR LEVEL MONITORING LOG WITH CONTROL ROOM FROM PERSONNEL DUTY ROSTER (ORIGINALS)*</u></p> <p data-bbox="264 646 992 783">Dates: 1975- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 814 1463 877">Recommendation: Retain for five (5) years in office, then dispose of.</p>
730.02	<p data-bbox="264 909 1162 940"><u>FIRE HYDRANT FLOW ANALYSIS REPORTS (ORIGINALS)*</u></p> <p data-bbox="264 972 992 1108">Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1140 1463 1360">These are reports of water pressure and flow analysis results from tests performed at various locations around the city. The reports indicate "Static/Residual Pressure Test Point(s), Flow Test Point(s), Static Pressure in PSI, Size of Stream, Pilot Pressure in PSI, Flow in GPM, and Residual Pressure in PSI." (PSI - pounds per square inch, GPM - gallons per minute).</p> <p data-bbox="264 1371 1463 1455">The analyses documented are done periodically or upon request. Copies of these reports are sent to the Fire Department and to interested or contracting insurance companies.</p> <p data-bbox="264 1486 1463 1518">Recommendation: Retain for three (3) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
730.03	<p data-bbox="272 386 1468 449"><u>FLUORIDE ANALYSIS DAILY REPORTS OF WATER SAMPLES (AGENCY RECORDS COPIES)</u></p> <p data-bbox="272 485 997 611">Dates: 1987- Volume: 1 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="272 646 1468 806">The Illinois Department of Public Health is scheduled under State Records Application #86-33 to transfer one copy of their fluoride analysis reports pertinent to water supplies to State Archives custody. (Information from these reports is entered in an internal computer system.).</p> <p data-bbox="272 842 1468 936">Recommendation: Retain hard copy for one year in office, then dispose of. Dispose of computer tape data upon discretion of agency.</p>
730.04	<p data-bbox="272 972 1468 1035"><u>FLUORIDE ANALYSIS DAILY REPORTS OF WATER SAMPLES (AGENCY RECORD COPIES)</u></p> <p data-bbox="272 1071 997 1197">Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="272 1232 1468 1514">These reports are microbiological (or "bacterial") analysis of Rockford water samples taken from new water mains. Copies of these reports are transmitted to the IEPA. The IEPA maintains these reports permanently in microform per provision of State Records Application 84-26M. Also, information from these reports is entered in an internal micro-computer system. (A ten-year retention period for the hard copy is recommended by the Water Division in conformance with current EPA records retention guidelines.).</p> <p data-bbox="272 1549 1468 1640">Recommendation: Retain hard copy for five years, then dispose of. Dispose of computer tape data upon discretion of agency.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
730.05	<p data-bbox="267 388 1461 451"><u>FLUORIDE ANALYSIS MONTHLY REPORTS OF WATER SAMPLES (AGENCY RECORD COPIES)*</u></p> <p data-bbox="267 472 990 609">Dates: 1976- Volume: 2 Cu. Ft./ Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="267 640 1461 924">Reports of fluoride analysis of five water samples are completed monthly. This analysis procedure is done internally within the water division with the submittal of duplicate reports to the EPA for cross-check are in turn received by the Water Division from the EPA. Also, information from these reports is entered in an internal computer system. (A ten year retention period for the hard copy is recommended by the Water Division in conformance with current EPA records retention guidelines.</p> <p data-bbox="267 955 1461 1060">Recommendation: Retain hard copy for ten years in office, then dispose of. Dispose of computer tape data upon discretion of agency.</p>
730.06	<p data-bbox="267 1092 1339 1123"><u>MICROBIOLOGICAL ANALYSIS REPORTS (AGENCY RECORD COPIES)*</u></p> <p data-bbox="267 1144 990 1281">Dates: 1956- Volume: 9 Cu. Ft./ Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="267 1312 1461 1564">These are reports of microbiological (or "bacterial") analysis of Rockford water samples. Copies of these reports are also transmitted to the EPA. The EPA maintains these reports permanently in microform per provision of State Records Application 84-26M. Also, information from these reports is entered in an internal computer system. (A ten year retention period for the hard copy is recommended by the Water Division in conformance with current EPA records retention guidelines.</p> <p data-bbox="267 1596 1461 1701">Recommendation: Retain hard copy for five years, then dispose of. Retain computer tape data upon discretion of agency.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
730.07	<p data-bbox="272 390 1187 422"><u>MINERAL ANALYSIS REPORTS (AGENCY RECORD COPIES) *</u></p> <p data-bbox="272 457 992 583">Dates: 1975- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="272 619 1468 934">These are the division's copies of reports of mineral analysis of Rockford water samples tested by IEPA and/or DOE (Department of Energy and Natural Resources) laboratories. Both of the latter state agencies maintain their copies of these reports permanently in microform per provisions of Application 84-26M and Application 81-41M, item 1. Also, information from these reports is entered in an internal micro-computer system. (A ten year retention period for the hard copy is recommended by the Water Division in conformance with current EPA records retention guidelines.).</p> <p data-bbox="272 970 1468 1060">Recommendation: Retain hard copy for ten years in office, then dispose of. Dispose of computer tape upon discretion of agency.</p>
730.08	<p data-bbox="272 1096 1468 1159"><u>ORGANIC ACID - BASE NEUTRAL AND PESTICIDE ANALYSIS RECORDS (AGENCY RECORD COPIES) *</u></p> <p data-bbox="272 1194 1224 1320">Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and by well</p> <p data-bbox="272 1356 1468 1734">This analysis started with the assistance of University of Illinois College of Medicine in December, 1983. These chemicals were not regulated at the start of the monitoring, but federal regulations are expected in the future. Currently three wells are sampled per month which allows the entire system to be analyzed every year. The analysis report form is mailed to the superintendent of the Water Division with copies also being retained by the College of Medicine and the Water Department's Production Control Section. Computer tapes are also employed for their record keeping. A ten year retention period for the hard copy is recommended by the Water Division in conformance with current EPA records retention guidelines.</p> <p data-bbox="272 1770 1468 1860">Recommendation: Retain hard copy for ten years, then dispose of. Dispose of computer tape data upon discretion of agency.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
730.09	<p data-bbox="264 394 1333 426"><u>PRELIMINARY AND TENTATIVE ENGINEERING PLANS (ORIGINALS)*</u></p> <p data-bbox="264 457 987 590">Dates: 1987- Volume: 20 Cu. Ft. Annual Accumulation: 20 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="264 621 1458 716">These are original engineering plans drawn for tentative and/or preliminary review and/or submittal to the Community Development Committee for consideration.</p> <p data-bbox="264 747 1003 779">Recommendation: Retain permanently.</p>
730.10	<p data-bbox="264 814 1450 846"><u>SAMPLE AND RESAMPLE LOG OF SUSPECTED CONTAMINATION (ORIGINAL)*</u></p> <p data-bbox="264 877 987 1010">Dates: 1973- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1041 1458 1104">This is an internal log of original samples and resamples analyzed in cases of suspected contamination.</p> <p data-bbox="264 1136 1458 1199">Recommendation: Retain for five years from date of last entry, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
730.11	<p data-bbox="272 405 1463 468"><u>TRICHALOMETHANE ANALYSIS AND VOLATILE ORGANIC ANALYSIS RECORDS (RECORD COPIES)*</u></p> <p data-bbox="272 499 992 632">Dates: 1975- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="272 663 1463 1073">Trihalomethane analysis is done quarterly for ten distribution points selected in the water system by the Illinois Environmental Protection Agency. The volatile organic analysis started as an extension of trihalomethane analysis in December of 1981. Beginning in May 1983, the Rockford Water Division started its own volatile organic analysis with assistance from the University of Illinois College of Medicine. These analysis results are used as guidelines for monitoring these chemical volumes with the federal and state EPA recommended levels. The College of Medicine retains copies of these analysis results as well as the Water Division. The originals are sent to the Illinois EPA where they are retained permanently in microform per provision of State Records Application 84-26M.</p> <p data-bbox="272 1077 1463 1266">Currently four wells are sampled per week throughout the year for volatile organic analysis. These results are stored in the Water Division's internal computer system with hard copies maintained in three-ring binders. A ten year retention period for the hard copy is recommended by the Water Division in conformance with current EPA records retention guidelines.</p> <p data-bbox="272 1297 1463 1392">Recommendation: Retain hard copy for ten years in office, then dispose of. Dispose of computer tape data upon discretion of agency.</p>
730.12	<p data-bbox="272 1434 1463 1455"><u>WATER PRESSURE CHARTS AND RESERVOIR HEIGHTS CHARTS (ORIGINALS)*</u></p> <p data-bbox="272 1528 992 1650">Dates: 1975- Volume: 13 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="272 1682 1463 1745">These original charts are produced for measuring water pressure and reservoir levels.</p> <p data-bbox="272 1776 1377 1808">Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
730.13	<p data-bbox="261 394 1390 426"><u>WELL PUMPAGE METER REPORTS (ORIGINALS) (COMPUTER PRINTOUTS)</u></p> <p data-bbox="261 457 987 590">Dates: 1978- Volume: 4 Cu. Ft. Annual Accumulation: $\frac{1}{2}$ Cu. Ft. Arrangement: Chronological</p> <p data-bbox="261 621 1461 779">This record series consists of daily and monthly well pumpage meter reports. These well pumpage meter reports are summarized annually in a report sent to the Illinois Environmental Protection Agency. The report data primarily reflect gallon quantities being pumped from a given well.</p> <p data-bbox="261 810 1461 947">Recommendation: Retain in office for one year after essential data are transferred and/or summarized in the yearly operational report to the EPA, then dispose of.</p>
730.14	<p data-bbox="261 978 1461 1041"><u>WELL PUMPAGE REPORTS SUBMITTED TO THE ILLINOIS EPA (AGENCY RECORD COPIES)</u></p> <p data-bbox="261 1073 987 1199">Dates: 1978- Volume: $\frac{1}{2}$ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1230 1461 1451">These are duplicates of the annual reports of well pumpage sent in original formate to the EPA. The Illinois Environmental Protection Agency's originals of these as submitted are maintained on a permanent basis in microform per provision of Application 84-26M. The Department of Energy and Natural Resources maintains their record copies of these reports on a permanent basis per Application 81-41M, item 4.</p> <p data-bbox="261 1482 1461 1514">Recommendation: Retain for ten (10) years, then dispose of.</p>

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730.15	<p data-bbox="272 405 841 436"><u>WELL SITE DRAWINGS (ORIGINALS)</u></p> <table data-bbox="272 468 997 594"><tr><td>Dates:</td><td>1920-</td></tr><tr><td>Volume:</td><td>4 Cu. Ft.</td></tr><tr><td>Annual Accumulation:</td><td>Negligible</td></tr><tr><td>Arrangement:</td><td>Chronological</td></tr></table> <p data-bbox="272 625 1468 699">These are original schematic drawings of well sites as they are developed by the Water Division.</p> <p data-bbox="272 720 1013 751">Recommendation: Retain permanently.</p>	Dates:	1920-	Volume:	4 Cu. Ft.	Annual Accumulation:	Negligible	Arrangement:	Chronological
Dates:	1920-								
Volume:	4 Cu. Ft.								
Annual Accumulation:	Negligible								
Arrangement:	Chronological								