

**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**

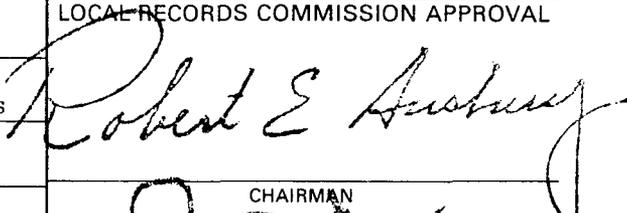
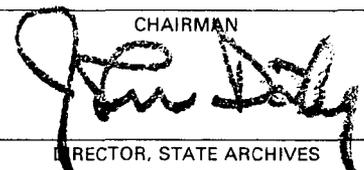
State of Illinois  
Local Records Commission  
Archives Building  
Springfield, Illinois 62756  
217/782-7075

Application No. 90:131

### APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS

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COUNTY <u>Winnebago</u>	CITY <u>Rockford, IL 60114</u>	LOCAL RECORDS COMMISSION APPROVAL
AGENCY <u>City of Rockford-Board of Fire and Police Commissioners</u>		
ADDRESS <u>204 S. First Street (c/o Fire Department)</u>		
PHONE <u>815 / 654 / 4287</u>		CHAIRMAN 
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.		DIRECTOR, STATE ARCHIVES
 Signature of Agency Head		<u>JUN 05 1990</u> DATE
<u>5/11/90</u> Date		
<del>PHOTO XEROX SECRETARIAL</del> <u>Roberta Holzwarth, Secretary</u>		
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
	<u>CITY OF ROCKFORD</u> <u>BOARD OF FIRE AND POLICE COMMISSIONERS</u>
1.	<p><u>APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND RECORDS DISPOSAL CERTIFICATES (ORIGINALS)</u></p> <p>Dates: 1990 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
2.	<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 Freedom of Information requests and denials maintained by the director of Community Development pursuant to the "Freedom of Information Act" (1987, Illinois Revised Statutes, Ch. 116, Par. 201 et. seq.).</p> <p>Recommendation: Retain for ten years, then dispose of.</p>
3.	<p><u>ADMINISTRATIVE CORRESPONDENCE FILES (ORIGINALS AND DUPLICATES)</u></p> <p>Dates: 1930 -  Volume: 3 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical</p> <p>This record series consists of correspondence and reports received and generated by the Board, on miscellaneous subject matters, etc.</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
4.	<p><u>ADMINISTRATIVE FISCAL FILES (DUPLICATES)</u></p> <p>Dates: 1966 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>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>Recommendation: Retain for two years, then dispose of.</p>
5.	<p><u>ANNUAL REPORTS OF THE BOARD OF THE POLICE AND FIRE COMMISSION (ORIGINALS)</u></p> <p>Dates: 1930 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>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>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
6.	<p><u>APPLICANT AND PROMOTIONAL FILES (ORIGINALS)</u></p> <p>Dates: 1945 -  Volume: 1 1/2 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>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>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>Recommendation: Retain original appointment applicant files for two years after expiration of the eligibility list for that position, then dispose of.</p> <p>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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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="272 499 993 625">Dates: 1945 - Volume: 8 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="272 695 1463 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 1463 982">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 1241">Dates: 1939 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="272 1310 1463 1591">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 1623 1349 1654">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, Ch. 110, par. 3-101</u>).</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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12.	<p><u>MINUTES OF THE BOARD OF POLICE AND FIRE COMMISSIONERS (ORIGINALS)</u></p> <p>Dates: 1906 -  Volume: 2 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
13.	<p><u>PERSONNEL FILES (ORIGINALS)</u></p> <p>Dates: 1906 -  Volume: 13 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical</p> <p>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>Recommendation: Retain permanently, per the request of the agency.</p>

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14.

RULES AND REGULATIONS OF THE BOARD OF FIRE AND POLICE COMMISSIONERS (ORIGINALS)

Dates: 1940 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

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.

Recommendation: Retain permanently.

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COUNTY Winnebago	CITY Rockford	61104	LOCAL RECORDS COMMISSION APPROVAL
AGENCY City of Rockford - Building Department			<i>Robert E. Austbury</i> CHAIRMAN
ADDRESS 425 E. State Street, 7th Floor			
PHONE _____			<i>John Dohy</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.			
<i>Bonnie Henry</i> Signature of Agency Head		<u>6115190</u> Date	JUL 03 1990 DATE
Bonnie Henry			

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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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
1.	<p style="text-align: center;"><u>CITY OF ROCKFORD</u></p> <p style="text-align: center;"><u>BUILDING DEPARTMENT</u></p> <p>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><u>ADMINISTRATIVE CORRESPONDENCE AND REFERENCE FILES</u></p> <p>Dates: 1950- Volume: 12 Cu. Ft. Annual Accumulation: 1 1/2 Cu. Ft. Arrangement: By subject</p> <p>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>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><u>BUILDING PLANS (RECORD COPIES)</u></p> <p>Dates: 1960- Volume: 150 Cu. Ft. Annual Accumulation: 5 Cu. Ft. Arrangement: Chronological by year and by section</p> <p>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
	<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>
3.	<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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8.	<p><u>LICENSE APPLICATIONS (ORIGINALS)</u></p> <p>Dates: 1979-            Volume: 3 Cu. Ft.            Annual Accumulation: 1/3 Cu. Ft.            Arrangement: Alphabetical</p> <p>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>Recommendation: Retain for one (1) year following expiration or denial of license application, then dispose of.</p>
9.	<p><u>LICENSE STUBS (ORIGINALS)</u></p> <p>Dates: 1979-            Volume: 3 Cu. Ft.            Annual Accumulation: 1/3 Cu. Ft.            Arrangement: Alphabetical</p> <p>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>Recommendation: Retain for one (1) year following expiration of the license, then dispose of.</p>
10.	<p><u>MASTER BUILDING FILES (ORIGINALS)</u></p> <p>Dates: 1915-            Volume: 327 Cu. Ft.            Annual Accumulation: 4 1/2 Cu. Ft.            Arrangement: By address</p> <p>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>

APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS

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13. PAYROLL PRINTOUTS (DUPLICATES)

Dates: 1980-  
 Volume: 3 1/2 Cu. Ft.  
 Annual Accumulation: 1/2 Cu. Ft.  
 Arrangement: Chronological

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.

Original payroll reports are maintained by the Finance Department, see Application for Authority to Dispose of Local Records 90:111, item 500.07.

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

14. PAYROLL TIME SHEETS (DUPLICATES)

Dates: 1980-  
 Volume: 3 1/2 Cu. Ft.  
 Annual Accumulation: 1/2 Cu. Ft.  
 Arrangement: Alphabetical and Chronological

This record series consists of duplicate time sheets for employees of the Building Department and the Building Division of the Community Development Department.

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.

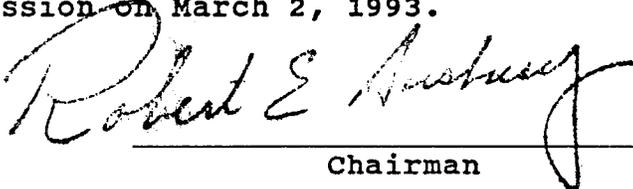
Recommendation: Retain for two (2) years, then dispose of.

APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
15.	<p><u>PERMIT LOGS (ORIGINALS)</u></p> <p>Dates: 1950-  Volume: 5 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>This record series consists of logs for all electrical, mechanical, plumbing, and building permits issued by the city.</p> <p>Recommendation: Retain permanently.</p>
16.	<p><u>PERSONNEL FILES (DUPLICATES)</u></p> <p>Dates: 1980-  Volume: 1 1/2 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical</p> <p>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>Recommendation: Retain for five (5) years following termination of employment, the dispose of.</p>

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17.	<p><u>SURETY BONDS AND CERTIFICATES OF INSURANCE (ORIGINALS)</u></p> <p>Dates: 1970-            Volume: 12 Cu. Ft.            Annual Accumulation: 3 Cu. Ft.            Arrangement: Alphabetical</p> <p>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>Recommendation: Retain for three (3) years after expiration, then dispose of.</p>
	<p>Items 18-21 were added to Application 90:158 and approved by the Local Records Commission on March 2, 1993.</p> <p style="text-align: center;">            _____            Chairman</p>
18.	<p><u>ELECTRICAL AND MECHANICAL PERMIT APPLICATIONS</u></p> <p>Dates: 1992-            Volume: 1 Cu. Ft.            Annual Accumulation: ½ Cu. Ft.            Arrangement: Chronological by date</p> <p>Recommendation: Retain for five (5) years after expiration of permit, then dispose of.</p>

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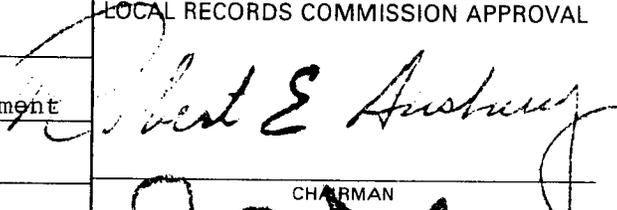
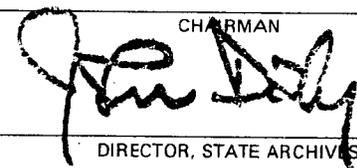
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19.	<p><u>WEED CONTROL FILES</u></p> <p>Dates: 1991-  Volume: 4 Cu. Ft.  Annual Accumulation: 2 Cu. Ft.  Arrangement: Chronological by date</p> <p>Recommendation: Retain for two (2) years after complaint  has been resolved, then dispose of.</p>
20.	<p><u>REQUEST FOR INSPECTION SHEETS (COMPLAINT)</u></p> <p>Dates: 1986-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological by date</p> <p>Recommendation: Retain for two (2) years after inspection  is complete, then dispose of.</p>
21.	<p><u>GARAGE SALE PERMITS</u></p> <p>Dates: 1990-  Volume: 2½ Cu. Ft.  Annual Accumulation: ¼ Cu. Ft.  Arrangement: Chronological by date</p> <p>Recommendation: Retain for one (1) year after expiration  of permit, then dispose of.</p>

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

RM/M RM-9

COUNTY WINNEBAGO	CITY Rockford 60114	LOCAL RECORDS COMMISSION APPROVAL
AGENCY City of Rockford - Department of Community Development		
ADDRESS 425 E. State Street		
PHONE <u>815 / 987 / 5696</u>		 CHAIRMAN
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.		DIRECTOR, STATE ARCHIVES
 Signature of Agency Head		JUN 05 1990
<u>3/29/88</u> Date		DATE
Diane Voneida, Director		

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 were submitted with this item.

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WINNEBAGO COUNTY  
City of Rockford  
Department of Community Development  
Application #90:130

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p><u>CITY OF ROCKFORD</u> <u>DEPARTMENT OF COMMUNITY DEVELOPMENT</u> <u>DIRECTOR AND ACCOUNTING</u></p>
100.01	<p><u>ADMINISTRATIVE FILES</u></p> <p>Dates: 1977- Volume: 36 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Alphabetical by subject</p> <p>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>Recommendation: Retain for one (1) year, then dispose of provided all administrative, fiscal, legal, and/or historical value has expired.</p>
100.02	<p><u>ANNUAL REPORTS (ORIGINALS)</u></p> <p>Dates: 1980- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the annual department reports for the Community Development Department.</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

**APPLICATION FOR AUTHORITY TO  
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.03	<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 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>Recommendation: Retain for ten (10) years, then dispose of.</p>
100.04	<p><u>FEDERAL AND LOCAL GRANT FISCAL ADMINISTRATION FILES (RECORD COPIES)</u></p> <p>Dates: 1971-  Volume: 52 Cu. Ft.  Annual Accumulation: 4 1/2 Cu. Ft.  Arrangement: By program</p> <p>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>Recommendation: Retain for three (3) years following final audit, then dispose of.</p>

**APPLICATION FOR AUTHORITY TO  
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.05	<p><u>TELEPHONE AND VEHICLE USE LOGS (ORIGINALS)</u></p> <p>Dates: 1986-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>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>Recommendation: Retain for two (2) years, then dispose of.</p>
100.06	<p><u>VEHICLE SCHEDULES*</u></p> <p>Dates: 1986-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Numerical by vehicle number</p> <p>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>Recommendation: Retain for two (2) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<u>ECONOMIC DEVELOPMENT DIVISION</u>
200.01	<p><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>
200.02	<p><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><u>ECONOMIC DEVELOPMENT GRANT ADMINISTRATION FILES (ORIGINALS)</u></p> <p>Dates: 1979-  Volume: 8 Cu. Ft.  Annual Accumulation: 1 Cu. Ft.  Arrangement: By grant</p> <p>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>Recommendation: Retain for three (3) years following completion of the grant project, then dispose of.</p>
200.04	<p><u>REJECTED ECONOMIC DEVELOPMENT GRANT APPLICATIONS (ORIGINALS)</u></p> <p>Dates: 1979-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: By grant</p> <p>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>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><u>ECONOMIC DEVELOPMENT STUDIES (ORIGINALS)</u></p> <p>Dates: 1975- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: By subject</p> <p>This record series consists of various studies prepared by numerous government and private agencies regarding economic development in the Rockford area .</p> <p>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><u>FREEDOM OF INFORMATION ACT REQUESTS AND DENIALS (ORIGINALS)</u></p> <p>Dates: 1988- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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, Ch. 116, Par. 201 et seq.</u>).</p> <p>Recommendation: Retain for ten years, then dispose of.</p>
200.07	<p><u>PLANNING AND DEVELOPMENT COMMITTEE MEETING MINUTES (ORIGINALS)</u></p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>Recommendation: Retain for sixty (60) days, then dispose of providing original minutes have been transcribed.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.08	<p><u>PLANNING AND DEVELOPMENT COMMITTEE MEETING MINUTES (ORIGINALS)</u></p> <p>Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of original minutes from the Economic Development Division's Planning and Development Committee meetings.</p> <p>Recommendation: Retain permanently.</p>
200.09	<p><u>SMALL BUSINESS ASSISTANCE LOAN ADMINISTRATION FILES (ORIGINALS)</u></p> <p>Dates: 1983- Volume: 6 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by business</p> <p>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>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><u>SMALL BUSINESS ASSISTANCE LOAN APPLICATIONS - REJECTED OR INCOMPLETE APPLICATIONS AND SUPPORTING DOCUMENTS (ORIGINALS)</u></p> <p>Dates: 1983-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Alphabetical by business</p> <p>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>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 style="text-align: right;"><i>Robert E. Austbury</i> Chairman</p>
200.11	<p><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
300.01	<p style="text-align: center;"><u>NEIGHBORHOOD DEVELOPMENT DIVISION</u></p> <p><u>ADMINISTRATIVE CORRESPONDENCE AND REFERENCE FILES</u></p> <p>Dates: 1972- Volume: 20 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: By subject</p> <p>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>Recommendation: Retain for one (1) year, then dispose of provided all administrative, fiscal, legal, and/or historical value has expired.</p>
300.02	<p><u>COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT FILES (AGENCY RECORD COPIES)</u></p> <p>Dates: 1978- Volume: 15 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: By project</p> <p>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>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><u>HOMESTEAD BOARD, CITIZEN PARTICIPATION COMMITTEE, AND PUBLIC SERVICE COMMITTEE MEETING MINUTES (ORIGINALS)</u></p> <p>Dates: 1971- Volume: 6 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of minutes from the meetings of the Homestead Board, the Citizen Participation Committee, and the Public Services Committee.</p> <p>Recommendation: Retain permanently.</p>
300.06	<p><u>QUARTERLY HUD REPORTS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1971- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by program, then Chronological</p> <p>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>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><u>NEIGHBORHOOD DEVELOPMENT GRANT FILE (AGENCY RECORD COPIES)</u></p> <p>Dates: 1971-  Volume: 24 Cu. Ft.  Annual Accumulation: 3 Cu. Ft.  Arrangement: By program, then Alphabetical by street</p> <p>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>Recommendation: Retain for three (3) years following completion of the project, then dispose of.</p>
300.08	<p><u>REJECTED OR DROPPED NEIGHBORHOOD DEVELOPMENT LOAN OR GRANT APPLICANT FILES (AGENCY RECORD COPIES)</u></p> <p>Dates: 1979-  Volume: 12 Cu. Ft.  Annual Accumulation: 2 Cu. Ft.  Arrangement: By program, then Alphabetical by street</p> <p>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>Recommendation: Retain for three years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.09	<p><u>NEIGHBORHOOD DEVELOPMENT LOAN PROGRAM FILES (AGENCY RECORD COPIES)</u></p> <p>Dates: 1971- Volume: 58 Cu. Ft. Annual Accumulation: 4 1/2 Cu. Ft. Arrangement: By program, then Alphabetical by street</p> <p>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 style="list-style-type: none"> <li>1. grant applications</li> <li>2. chronological sheets</li> <li>3. homeowner's proof of insurance</li> <li>4. credit reports</li> <li>5. verifications of income and bank accounts</li> <li>6. escrow sheets showing payouts</li> <li>7. title verifications</li> <li>8. copies of bills</li> <li>9. contracts</li> <li>10. waivers of lien</li> <li>11. proceed orders</li> <li>12. bids</li> <li>13. work-item lists</li> <li>14. property appraisals</li> <li>15. mortgages</li> <li>16. notes</li> <li>17. truth in lending forms</li> <li>18. rights of recession</li> <li>19. legal opinions</li> <li>20. insurance binders</li> </ol> <p>Recommendation: Retain for seven (7) years following closure of loan obligation, then dispose of.</p>

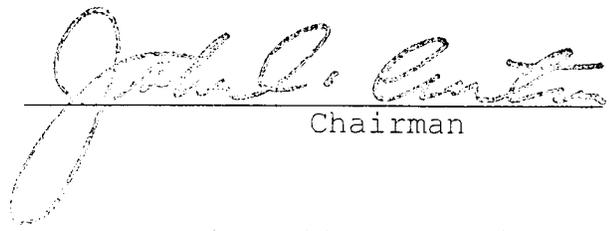
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The following item #300.10 has been added to this application and approved by the Local Records Commission on January 6, 2004.



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.

APPLICATION FOR AUTHORITY TO  
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p><u>PLANNING DIVISION</u></p> <p><u>ADMINISTRATION</u></p>
400.01	<p><u>ADMINISTRATIVE CORRESPONDENCE AND REFERENCE FILES</u></p> <p>Dates: 1980- Volume: 16 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Numerical</p> <p>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>Recommendation: Retain for one (1) year, then dispose of provided all administrative, fiscal, legal, and/or historical value has expired.</p>
400.02	<p><u>FISCAL ADMINISTRATION FILES (DUPLICATES)</u></p> <p>Dates: 1983- Volume: 2 1/2 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Chronological</p> <p>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>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><u>CODES AND REGULATION COMMITTEE MEETING CASSETTE RECORDINGS (ORIGINALS)</u></p> <p>Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>Recommendation: Retain for sixty (60) days, then dispose of providing original minutes have been transcribed.</p>
400.04	<p><u>CODES AND REGULATION COMMITTEE MEETING MINUTES (ORIGINALS)</u></p> <p>Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of minutes from meetings of the Planning Division's Codes and Regulation Committee.</p> <p>Recommendation: Retain permanently.</p>
400.05	<p><u>FLOOD INFORMATION FILES (AGENCY RECORD COPIES)</u></p> <p>Dates: 1974- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical</p> <p>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>Recommendation: Retain permanently.</p>

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400.06	<p><u>FREEDOM OF INFORMATION ACT REQUESTS AND DENIALS</u></p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>Recommendation: Retain for ten (10) years, then dispose of.</p>
400.07	<p><u>PAYROLL PRINTOUTS (DUPLICATES)</u></p> <p>Dates: 1983- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.08	<p><u>R.A.T.S. REIMBURSEMENT FILES (AGENCY RECORD COPIES)</u></p> <p>Dates: 1981- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>Recommendation: Retain for three (3) years following final compliance, then dispose of.</p>
400.09	<p><u>REPORT/PLAN/STUDY FILES (RECORD COPIES)</u></p> <p>Dates: 1946- Volume: 12 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical</p> <p>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>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="251 436 706 466"><u>TIME SHEETS (DUPLICATES)</u></p> <p data-bbox="251 499 1291 625">Dates: 1983- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical and Chronological</p> <p data-bbox="251 659 1437 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="251 852 1421 886">Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p><u>PLANNING DIVISION</u></p> <p><u>ROCKFORD AREA TRANSPORTATION STUDY</u></p>
410.01	<p><u>ADMINISTRATIVE CORRESPONDENCE AND REFERENCE FILES</u></p> <p>Dates: 1970- Volume: 4 1/2 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Numerical</p> <p>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>Recommendation: Retain for one (1) year, then dispose of provided all administrative, fiscal, legal, and/or historical value has expired.</p>
410.02	<p><u>AERIAL PHOTOGRAPHS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1939- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: None</p> <p>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>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
410.03	<p><u>COOPERATIVE AGREEMENTS (DUPLICATES)</u></p> <p>Dates: 1963- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>Recommendation: Retain for two (2) years following expiration of agreement, then dispose of.</p>
410.04	<p><u>CONTRACTS (ORIGINALS)</u></p> <p>Dates: 1975- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>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><u>R.A.T.S. POLICY AND TECHNICAL COMMITTEE MEETING MINUTES (ORIGINALS)</u></p> <p>Dates: 1963- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of original minutes from the meetings of the Rockford Area Transportation Study's Policy and Technical Committees.</p> <p>Recommendation: Retain permanently.</p>
410.06	<p><u>RESOLUTIONS (ORIGINALS)</u></p> <p>Dates: 1963- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of original resolutions of the Rockford Area Transportation Study's Policy and Technical Committees.</p> <p>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><u>STUDIES AND PLANNING REPORTS (ORIGINALS AND DUPLICATE)</u></p> <p>Dates: 1965- Volume: 4 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical</p> <p>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>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>Recommendation: Retain one copy of each permanently.</p>
410.08	<p><u>TRANSPORTATION IMPROVEMENT PROGRAM REPORTS (ORIGINALS AND DUPLICATES)</u></p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>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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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p style="text-align: center;"><u>PLANNING DIVISION</u></p> <p style="text-align: center;"><u>ROCKFORD HISTORIC PRESERVATION COMMISSION</u></p> <p>420.01 <u>ADMINISTRATIVE FILES (CORRESPONDENCE, REPORTS, MISCELLANEOUS SUBJECT MATTER, ETC.)</u></p> <p>Dates: 1978- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical by subject key</p> <p>This record series consists of correspondence, memoranda, and internal reports between the commission, city departments and public.</p> <p>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><u>AGREEMENTS (ORIGINALS)</u></p> <p>Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of agreements between the city and the Historic Preservation Commission to provide staff and office space.</p> <p>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><u>AUDIO TAPES OF ROCKFORD HISTORIC PRESERVATION COMMISSION MEETINGS AND PUBLIC HEARINGS (ORIGINALS)</u></p> <p>Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>Recommendation: Retain for sixty (60) days after approval of the minutes or transcript, then dispose of.</p>
420.04	<p><u>CANCELLED CHECKS, BANK STATEMENTS, DEPOSIT SLIPS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>Recommendation: Retain for seven (7) years, then dispose of.</p>
420.05	<p><u>CERTIFIED LOCAL GOVERNMENT FILES (AGENCY RECORD COPIES)</u></p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of documentation of the Illinois Historic Preservation Agency's program. The file contains application, correspondence, and annual renewal.</p> <p>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
420.06	<p><u>CERTIFICATES OF APPROPRIATENESS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by address</p> <p>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>Recommendation: Retain permanently.</p>
420.07	<p><u>HISTORIC PRESERVATION GRANTS IN AID PROGRAM FILES (AGENCY RECORD COPIES)</u></p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>Recommendation: Retain for three (3) years after completion of terms of the grant, then dispose of.</p>
420.08	<p><u>INVENTORY OF HISTORIC STRUCTURES (ORIGINALS)</u></p> <p>Dates: 1981- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by street</p> <p>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>Recommendation: Retain permanently.</p>

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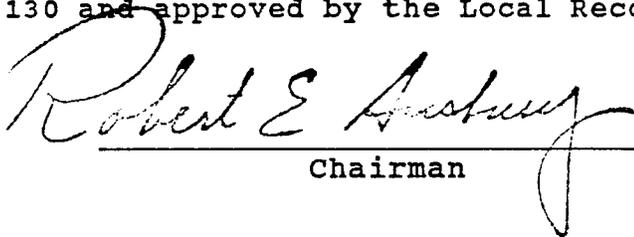
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
420.09	<p><u>LOCAL LANDMARK, HISTORIC DISTRICT, AND NATIONAL REGISTER OF HISTORIC PLACES APPLICATIONS</u></p> <p>Dates: 1978- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by property name</p> <p>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>Recommendation: Retain permanently.</p>
420.10	<p><u>ROCKFORD HISTORIC PRESERVATION COMMISSION MINUTES (ORIGINALS)</u></p> <p>Dates: 1978- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the original minutes of the Commission.</p> <p>Recommendation: Retain permanently.</p>
420.11	<p><u>PHOTOGRAPHS, NEGATIVES, SLIDES (ORIGINALS)</u></p> <p>Dates: 1975- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: None</p> <p>This record series consists of photographic images of historic or potential historic properties in the city of Rockford.</p> <p>Recommendation: Retain permanently.</p>

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	<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 style="text-align: center;"> Chairman</p> <p style="text-align: center;"><u>PLANNING DIVISION</u> <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>

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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	<p><u>EXPENDITURE AND FISCAL REPORTS (MONTHLY)</u></p> <p>Dates: 1987-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
430.08	<p><u>PAYROLL TIME SHEETS</u></p> <p>Dates: 1986-  Volume: 1 Cu. Ft.  Annual Accumulation: <math>\frac{1}{4}</math> Cu. Ft.  Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
430.09	<p><u>R.C.A.C. BUDGETS</u></p> <p>Dates: 1990-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
430.10	<p><u>SPECIAL SERVICE AREA #6 FILES (REQUESTS FOR PROPOSALS, BIDS, CONTRACTS, INVOICES, COPIES OF PROPERTY OWNERSHIP RECORDS, CORRESPONDENCE, PUBLIC HEARING NOTICES, ETC.)</u></p> <p>Dates: 1987-  Volume: 2 Cu. Ft.  Annual Accumulation: <math>\frac{1}{2}</math> Cu. Ft.  Arrangement: Alphabetical by contract</p> <p>Recommendation: Retain for ten years after termination or completion of the terms of the contract, then dispose of.</p>

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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 621">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
	<u>ZONING</u>
500.01	<p><u>DRAINAGE MYLARS (ORIGINALS)</u></p> <p>Dates: 1974- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical</p> <p>This record series consists of original drainage mylars showing the ground contours, water retention areas, field tiles, etc. for subdivision plats.</p> <p>Recommendation: Retain permanently.</p>
500.02	<p><u>SUBDIVISION FILES (ORIGINALS)</u></p> <p>Dates: 1970- Volume: 20 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: By section, township, and range</p> <p>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>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.03	<p><u>SUBDIVISION PLATS (ORIGINALS)</u></p> <p>Dates: 1960-            Volume: 2 Cu. Ft.            Annual Accumulation: Negligible            Arrangement: By section, township, and range</p> <p>This record series consists of original subdivision plat maps maintained by the zoning section.</p> <p>Recommendation: Retain permanently.</p>
500.04	<p><u>SUPERVISOR OF ASSESSMENT MAPS (DUPLICATES)</u></p> <p>Dates: 1946-            Volume: 2 Cu. Ft.            Annual Accumulation: Negligible            Arrangement: By section</p> <p>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>Recommendation: Retain until superseded, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.05	<p><u>ZONING APPLICATION CASE FILES (ORIGINALS)</u></p> <p>Dates: 1960- Volume: 24 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological by file number</p> <p>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>Recommendation: Retain approved requests permanently. Retain <u>denied zoning requests</u> for one (1) year after denial, then dispose of.</p>
500.06	<p><u>ZONING BOARD OF APPEALS MEETING MINUTES (ORIGINALS)</u></p> <p>Dates: 1929- Volume: 4 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of original minutes from meetings of the Zoning Board of Appeals.</p> <p>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.07	<p><u>ZONING BOARD OF APPEALS AND CITY COUNCIL ZONING COMMITTEE MEETINGS CASSETTE RECORDINGS (ORIGINALS)</u></p> <p>Dates: 1986- Volume: 1 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Chronological</p> <p>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>Recommendation: Retain for sixty (60) days, then dispose of providing the original minutes have been transcribed.</p>
500.08	<p><u>ZONING MYLARS (ORIGINALS)</u></p> <p>Dates: 1973- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical</p> <p>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>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.09	<p><u>ZONING VIOLATION FILES (ORIGINALS)</u></p> <p>Dates: 1975- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>Recommendation: Retain for five (5) years following the resolution of the complaint, then dispose of.</p>
500.10.	<p><u>CASH RECEIPTS</u></p> <p>Dates: 1991- Volume: <math>\frac{1}{4}</math> Cu. Ft. Annual Accumulation: <math>\frac{1}{4}</math> Cu. Ft. Arrangement: Numerical by receipt number</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
500.10.	<p><u>CASH RECEIPTS</u></p> <p>Dates: 1991- Volume: <math>\frac{1}{4}</math> Cu. Ft. Annual Accumulation: <math>\frac{1}{4}</math> Cu. Ft. Arrangement: Numerical by receipt number</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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500.11.	<p data-bbox="256 436 1446 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="256 562 1166 695">Dates: Circa 1980- Volume: 2 Cu. Ft. Annual Accumulation: <math>\frac{1}{4}</math> Cu. Ft. Arrangement: Alphabetical by address</p> <p data-bbox="256 722 1438 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. Gishney</i> _____ Chairman</p>
	<p><u>CITY-COUNTY PLANNING COMMISSION</u></p>
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: ¼ 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	<p><u>FINANCIAL RECORDS (PAID BILLS, INVOICES, AND FINANCIAL REPORTS)</u></p> <p>Dates: 1966-1982            Volume: Negligible            Annual Accumulation: Obsolete            Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
600.05	<p><u>GENERAL DEVELOPMENTAL PLAN (CITY-COUNTY PLANNING)</u></p> <p>Dates: 1966 only            Volume: ¼ Cu. Ft.            Annual Accumulation: Obsolete            Arrangement: Chronological</p> <p>Recommendation: Retain one copy of each permanently.</p>
600.06	<p><u>GOALS AND OBJECTIVES</u></p> <p>Dates: 1946-1982            Volume: Negligible            Annual Accumulation: Obsolete            Arrangement: Chronological</p> <p>Recommendation: Retain one copy of each permanently.</p>
600.07	<p><u>GRANT RECORDS (APPLICATIONS, REPORTS, AND SUPPORT DOCUMENTATION)</u></p> <p>Dates: 1966-1982            Volume: ¼ Cu. Ft.            Annual Accumulation: Obsolete            Arrangement: Chronological</p> <p>Recommendation: Retain grant records for three (3) years following completion of the terms of the grant, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<u>ROCK VALLEY METROPOLITAN COUNCIL</u>  <u>ADMINISTRATIVE AND MISCELLANEOUS RECORDS</u>
700.01	<u>ADMINISTRATIVE FILES (CORRESPONDENCE, COPIES OF STUDIES FROM OTHER AGENCIES, PHOTOCOPIES OF REPORTS FROM COUNTY AGENCIES FOR REFERENCE PURPOSES, INFORMATIONAL PAMPHLETS, ETC.)</u>  Dates: 1978-1982 Volume: 3½ Cu. Ft. Annual Accumulation: Obsolete Arrangement: Alphabetical by subject  Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.
700.02	<u>BIDS, SPECIFICATIONS, AND PROPOSALS</u>  Dates: 1980-1982 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological  Recommendation: Retain for ten (10) years after acceptance or rejection, then dispose of.
700.03	<u>CONTRACTS, LEASES, AND AGREEMENTS FOR GOODS AND SERVICES</u>  Dates: 1978-1981 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological  Recommendation: Retain for ten years after termination or completion of the terms of the contract, agreement, or lease, then dispose of.

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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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700.08	<p data-bbox="261 445 565 478"><u>PLANNING STUDIES</u></p> <p data-bbox="261 510 974 638">Dates: 1979-1981 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological</p> <p data-bbox="261 667 1312 701">Recommendation: Retain one copy of each permanently.</p>

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	<p><u>ROCK VALLEY METROPOLITAN COUNCIL</u></p> <p><u>FISCAL RECORDS</u></p>
710.01	<p><u>AUDIT REPORTS</u></p> <p>Dates: 1979-1982 Volume: <math>\frac{1}{4}</math> Cu. Ft. Annual Accumulation: Obsolete Arrangement: Chronological</p> <p>Recommendation: Retain one copy of each audit report permanently. Retain duplicate audits for one (1) year, then dispose of.</p>
710.02	<p><u>FINANCIAL REPORTS (ANNUAL)</u></p> <p>Dates: 1981-1982 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
710.03	<p><u>FINANCIAL REPORTS (MONTHLY)</u></p> <p>Dates: 1981-1982 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
710.04	<p><u>GENERAL LEDGERS AND JOURNAL SHEETS</u></p> <p>Dates: 1979-1982 Volume: <math>\frac{1}{2}</math> Cu. Ft. Annual Accumulation: Obsolete Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

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710.05	<p><u>GRANT RECORDS (APPLICATIONS, REPORTS, AND SUPPORT DOCUMENTATION)</u></p> <p>Dates: 1978-1982            Volume: 1 Cu. Ft.            Annual Accumulation: Obsolete            Arrangement: Chronological</p> <p>Recommendation: Retain grant records for three (3) years following completion of the terms of the grant, then dispose of.</p>
710.06	<p><u>PAID BILLS AND INVOICES</u></p> <p>Dates: 1980-1982            Volume: 1½ Cu. Ft.            Annual Accumulation: Obsolete            Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
710.07	<p><u>PENSION PLAN ANNUAL FINANCIAL REPORT</u></p> <p>Dates: 1980-1982            Volume: Negligible            Annual Accumulation: Obsolete            Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>



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CITY OF ROCKFORD

FINANCE DEPARTMENT

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.01	<p align="center"><u>FINANCE DEPARTMENT</u> <u>ADMINISTRATIVE OFFICE</u></p> <p><u>ADMINISTRATIVE CORRESPONDENCE FILES</u></p> <p>Dates: 1957 - Volume: 11 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical by subject, chronological by year</p> <p>This record series consists of miscellaneous correspondence with vendors, city officials, and other state and local governmental agencies.</p> <p>Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, legal or historical value.</p>
100.02	<p><u>BOND AND COUPON CANCELLATION RECORD</u></p> <p>Dates: 1957 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical by bond number</p> <p>Recommendation: Retain two (2) years following cancellation or due date, then dispose of.</p>
100.03	<p><u>CANCELLED BONDS AND COUPONS (CORPORATE PURPOSE, PARKING FUND, ETC.)</u></p> <p>Dates: 1957 - Volume: 24 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological by cancellation date</p> <p>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 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"> <li>1) Subsidiary Ledgers</li> <li>2) Trial Balances</li> <li>3) Profit and Loss Statements</li> <li>4) Reconciliation Reports</li> <li>5) Year-to-Date General Ledgers</li> <li>6) Purchase Order Reports</li> <li>7) Management Reports</li> <li>8) File Maintenance Reports</li> <li>9) Grant Reports</li> <li>10) Accounts Payable Ledgers</li> <li>11) NCR Tapes</li> <li>12) Revenue and Expense Reports, and</li> <li>13) Budget Administration Files.</li> </ol> <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"> <li>1) Journal Entries</li> <li>2) Journal Entry Batch Control Sheets</li> <li>3) Cash Vouchers, and</li> <li>4) Inter-departmental Billings for all City Agencies.</li> </ol> <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><u>ADMINISTRATIVE CORRESPONDENCE AND RELATED DOCUMENTS (ORIGINALS AND DUPLICATES)</u></p> <p>Dates: 1962 - Volume: 22 Cu. Ft. Annual Accumulation: 4½ Cu. Ft. Arrangement: Chronological and alphabetical by subject</p> <p>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>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><u>AUDIT REPORTS AND AUDIT WORK PAPERS (ORIGINALS AND COMPUTER PRINTOUTS)</u></p> <p>Dates: 1974 - Volume: 21 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological</p> <p>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>Recommendation: Retain work papers for seven (7) years, then dispose of. Retain one copy of each final audit permanently.</p>
200.05	<p><u>CANCELLED CHECKS, BANK STATEMENTS AND DEPOSIT SLIPS (RECORD COPIES)</u></p> <p>Dates: 1970 - Volume: 48 Cu. Ft. Annual Accumulation: 2½ Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of bank statements, deposit slips, and cancelled checks for all city accounts.</p> <p>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><u>CANCELLED TAX WARRANTS</u></p> <p>Dates: 1962 - Volume: 50 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p>These are cancelled city warrants issued in payment of taxes or tax refunds.</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
200.07	<p><u>DAILY CASH RECEIPTS (ORIGINALS OR RECORD COPIES)</u></p> <p>Dates: 1975 - Volume: 12 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>These are record copies of receipts issued for cash taken in by all the administrative units, divisions and departments of the city.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
200.08	<p><u>PURCHASE ORDERS (DUPLICATES)</u></p> <p>Dates: 1982 - Volume: 12 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p>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>Recommendation: Retain for one (1) year, then dispose of.</p>
200.09	<p><u>PROPERTY TAX REBATE FILES (OBSOLETE TAX)</u></p> <p>Dates: 1980-1981 Volume: 4 Cu. Ft. Annual Accumulation: N/A Arrangement: Chronological</p> <p>This record series consists of duplicate checks showing the amount of the rebate and name of recipient.</p> <p>Recommendation: Dispose of accumulation.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.10	<p><u>ROCKFORD PUBLIC LIBRARY STATEMENTS OF CONDITION AND PUBLIC LIBRARY BOARD OF DIRECTORS REPORTS (DUPLICATES)</u></p> <p>Dates: 1973 ca. - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>The original is retained by the Library and Library Board.</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
200.11	<p><u>URBAN RENEWAL RECAPITULATION STATEMENTS (ORIGINAL)</u></p> <p>Dates: 1974 - Volume: 14 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>This is a recapitulation statement of the Urban Renewal grant fund expenditures and balances.</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
200.12	<p><u>VOUCHERS AND TELECOMMUNICATION BILLS WITH SUPPORTING RECEIPTS (ORIGINALS)</u></p> <p>Dates: 1971 - Volume: 303 Cu. Ft. Annual Accumulation: 18 Cu. Ft. Arrangement: Chronological</p> <p>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.</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

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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"> <li>1) billing and accounts receivable files of the Water Division</li> <li>2) payroll history files (showing employee deductions, changes to payroll, etc.)</li> <li>3) central accounting data</li> <li>4) fixed assets accounting information, and</li> <li>5) compilations from the Parking Division showing tickets issued with collection status.</li> </ol> <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 align="center"><u>FINANCE DEPARTMENT</u> <u>PARKING COLLECTION DIVISION</u></p> <p><u>ADMINISTRATIVE CORRESPONDENCE FILES (ORIGINALS AND DUPLICATES)</u></p> <p>Dates: 1979- Volume: 4 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Chronological</p> <p>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>Recommendation: Retain for one (1) year, then dispose of.</p>
400.02	<p><u>INDIVIDUAL CONTRACTS FOR PAYMENT OF PARKING TICKETS</u></p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name</p> <p>This record series consists of agreements for payment of over due parking fines on an installment paying plan.</p> <p>Recommendation: Retain for ten (10) years after termination or discharge of the terms of the contract, then dispose of.</p>
400.03	<p><u>PAID PARKING TICKETS (YELLOW COPIES)</u></p> <p>Dates: 1985- Volume: 48 Cu. Ft. Annual Accumulation: 16 Cu. Ft. Arrangement: Numerical by parking ticket number</p> <p>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: <math>\frac{1}{2}</math> 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 style="text-align: center;"><u>FINANCE DEPARTMENT</u> <u>PAYROLL DIVISION</u></p> <p><u>EMPLOYEE EARNINGS DETAIL REPORTS</u></p> <p>Dates: 1977 - Volume: 42 Cu. Ft. Annual Accumulation: 6 Cu. Ft. Arrangement: Chronological</p> <p>This report shows hours of pay and all deductions for the whole year and final yearly totals.</p> <p>Recommendation: Retain for sixty (60) years or until 78th birthday (whichever occurs first), then dispose of.</p>
500.02	<p><u>EMPLOYEE PAYROLL ADMINISTRATION FILES (ORIGINALS)</u></p> <p>Dates: 1977 - Volume: 40 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Alphabetical by employee</p> <p>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 style="list-style-type: none"> <li>1) <u>Reports of Personnel Change</u></li> <li>2) <u>Employee File Maintenance Transmittals</u> (Computer Printout)</li> <li>3) <u>Earning Adjustment Records</u></li> <li>4) W-4 deduction authorization cards</li> <li>5) <u>Pay Change Authorizations</u>, and</li> <li>6) other supporting computer printout summaries of payroll transaction history.</li> </ol> <p>These files document payroll administration for city-wide employment.</p> <p>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 and disposition report</u>. 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><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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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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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>
600.13	<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> <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>
600.14	<p>Recommendation: Retain for seven (7) years, then dispose of.</p> <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><u>PAYROLL TIME SHEETS (DEPARTMENTAL COPIES)</u></p> <p>Dates: 1983-  Volume: 1/2 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological by pay period</p> <p>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>Recommendation: Retain for two (2) years, then dispose of.</p>
600.16	<p><u>PENSION FUND LEDGERS (POLICE AND FIREMEN'S PENSION FUNDS) (ORIGINALS)</u></p> <p>Dates: 1941-  Volume: 3 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological by year</p> <p>This record series documents contribution by police and fire personnel to their respective pension funds.</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
600.17	<p><u>PENSION FUND MEMBERSHIP ROLLS (ORIGINALS)</u></p> <p>Dates: (1962-1979)  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>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>Recommendation: Retain in office until all administrative value has expired, then dispose of.</p>

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600.18	<p><u>PORTFOLIO MANAGMENT FILES (ORIGINALS OR RECORD COPIES)</u></p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>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><u>PROOF OF CLAIM (SPECIAL ASSESSMENTS UNCLAIMED/CLAIMED REBATES)</u></p> <p>Dates: 1955- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>This record series documents the rebates on special assessment claims for bond issues, some of which are still outstanding.</p> <p>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><u>REPORT OF EXAMINATION OF PUBLIC EMPLOYEES PENSION FUND</u></p> <p>Dates: 1951- Volume: 2 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>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>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>

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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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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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600.30	<p><u>W-2 WITHHOLDING FORMS FOR INDIVIDUAL FUNDS (RECORD COPIES)</u></p> <p>Dates: 1978-            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological</p> <p>Originals of these forms are transmitted to each individual investor for tax administration purposes.</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<u>FINANCE DEPARTMENT</u> <u>PURCHASING DIVISION</u>
700.01	<p><u>BIDS (ORIGINALS FOR ALL CITY DEPARTMENTS)</u></p> <p>Dates: 1966 -  Volume: 350 Cu. Ft.  Annual Accumulation: 18 Cu. Ft.  Arrangement: Chronological by year</p> <p>Recommendation: Retain ten (10) years following acceptance or rejection of bid, then dispose of.</p>
700.02	<p><u>GENERAL CORRESPONDENCE (ORIGINALS &amp; DUPLICATES)</u></p> <p>Dates: 1966 -  Volume: 44 Cu. Ft.  Annual Accumulation: 2 Cu. Ft.  Arrangement: Chronological and by subject</p> <p>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>Recommendation: Retain for one (1) year, then dispose of providing all fiscal, administrative and legal value has expired.</p>
700.03	<p><u>INSURANCE POLICIES (CITY RECORD COPY FOR ALL CITY AGENCIES)</u></p> <p>Dates: 1966 -  Volume: 1½ Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological by year</p> <p>Recommendation: Retain seven (7) years following expiration or cancellation of policy, then dispose of.</p>
700.04	<p><u>MOTOR VEHICLE ACCIDENT REPORT (INDEPENDENT ADJUSTER REVIEW OF CLAIM)</u></p> <p>Dates: 1976 -  Volume: 6 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological by year</p> <p>This record series consists of motor vehicle accident reports involving city owned vehicles and documentation of payment of claim.</p> <p>Recommendation: Retain for seven (7) years following settlement, then dispose of.</p>

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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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800.01	<p align="center"><u>COMPTROLLER AND FINANCE DEPARTMENT</u> <u>REVENUE/RECEIPTING DIVISION</u></p> <p><u>BARTENDERS' LICENSING FILES (CITY COPY OF RECORD)</u></p> <p>Dates: 1984- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by licensee/applicant</p> <p>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>Recommendation: Retain for one (1) year after expiration, surrender, or revocation of license or denial of application, then dispose of.</p>
800.02	<p><u>BOND TRANSCRIPT FILES (ORIGINALS)</u></p> <p>Dates: 1930- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>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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800.03	<p><u>GENERAL ASSESSMENT FILES (ORIGINALS OR RECORD COPIES)</u></p> <p>Dates: 1961- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>Recommendation: Retain for seven (7) years after expiration of assessment, then dispose of.</p>
800.04	<p><u>NCR MACHINE TAPES (ORIGINALS)</u></p> <p>Dates: 1981- Volume: 1 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>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>Recommendation: Retain for two (2) years, then dispose of.</p>
800.05	<p><u>PETTY CASH VOUCHERS (DUPLICATES)</u></p> <p>Dates: 1971- Volume: 28 Cu. Ft. Annual Accumulation: 1 3/4 Cu. Ft. Arrangement: Chronological</p> <p>Originals petty cash vouchers are maintained by the General Accounting Division, see item 200.12 of this application.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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

APPLICATION NO. 90:111

(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
800.06	<p><u>REVENUE DEPOSIT TICKETS (ORIGINALS)</u></p> <p>Dates: 1980-  Volume: 4 Cu. Ft.  Annual Accumulation: 1/2 Cu. Ft.  Arrangement: Chronological</p> <p>This record series consist of revenue deposit transmittals and receipts handled by the Revenue/Receipting Section.</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
800.07	<p><u>REVENUE/RECEIPTING FUND COLLECTION "TURNOVER" FILES (RECORD COPIES)</u></p> <p>Dates: 1981-  Volume: 18 Cu. Ft.  Annual Accumulation: 2 1/2 Cu. Ft.  Arrangement: Chronological</p> <p>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>Recommendation: Retain for two (2) years, then dispose of.</p>
800.08	<p><u>SPECIAL ASSESSMENT LEDGERS (ORIGINALS)</u></p> <p>Dates: 1930-  Volume: 1 1/2 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>These are original Special Assessment ledgers accounting for revenue collection through such assessments.</p> <p>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  
DISPOSE OF LOCAL RECORDS

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
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800.09

VEHICLE STICKER RECEIPTS (DUPLICATES)

Dates: 1987-  
Volume: 6 Cu. Ft.  
Annual Accumulation: 3 Cu. Ft.  
Arrangement: Chronological

This record series consists of receipts collected from the sale of vehicle stickers purchased by vehicle owners residing in the city of Rockford.

The original receipts are filed in the Revenue/Receipting fund collection "turnover" files, see item 800.07 of this application.

Recommendation: Retain for one (1) year, then dispose of.

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

RM/M RM-9

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

LOCAL RECORDS COMMISSION APPROVAL

*Robert E. Austbury*

CHAIRMAN  
*John Daly*

DIRECTOR, STATE ARCHIVES

OCT 0 2 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.

*William E. Baylor*  
Signature of Agency Head

Date

WILLIAM E. BAYLOR

**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><u>CITY OF ROCKFORD</u></p> <p><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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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p><u>CITY OF ROCKFORD</u></p> <p><u>ADMINISTRATION - FIRE CHIEF'S FILES</u></p>
110.01.	<p><u>ABSENT FROM DUTY FORMS (RFD 140.0)*</u></p> <p>Dates: 1984 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>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>Recommendation: Retain for two (2) years, then dispose of.</p>
110.02.	<p><u>ACCUMULATED COST EXPERIENCE REPORTS AND SUPPORTING DOCUMENTS</u></p> <p>Dates: 1973 - Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>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><u>ACKNOWLEDGEMENT OF GENERAL ORDERS RECEIVED FORMS</u></p> <p>Dates: 1981 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>Recommendation: Retain for five (5) years after termination of employment, then dispose of.</p>
110.04.	<p><u>AMBULANCE REPORT FILES*</u></p> <p>Dates: 1977 - Volume: 56 Cu. Ft. Annual Accumulation: 6 Cu. Ft. Arrangement: Numerical by incident number</p> <p>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>Recommendation: Retain for ten (10) years, then dispose of.</p>
110.05.	<p><u>GENERAL ORDERS (ORIGINALS)</u></p> <p>Dates: 1981 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
110.06.	<p><u>INSURANCE SERVICES OFFICE (ISO) RATING FILES</u></p> <p>Dates: 1970 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>Recommendation: Retain permanently.</p>
110.07.	<p><u>LIABILITY RELEASE (RIDING APPARATUS) (RFD 156)*</u></p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>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><u>POLICIES AND PROCEDURES, RULES AND REGULATIONS (ORIGINALS)</u></p> <p>Dates: 1984 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by issue date</p> <p>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>Recommendation: Retain one copy permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
110.09	<p><u>PROBATIONARY EMPLOYEE</u></p> <p>Dates: 1950 -  Volume: 15 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical by employee name</p> <p>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>Recommendation: Retain for five (5) years following termination of employment, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<u>CITY OF ROCKFORD - FIRE DEPARTMENT</u>
	<u>ADMINISTRATION - DIVISION CHIEF FOR ADMINISTRATIVE AFFAIRS</u>
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: <math>\frac{1}{2}</math> 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><u>DATA PROCESSING SYSTEM AND SOFTWARE DOCUMENTATION (ORIGINALS)</u></p> <p>Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: By program</p> <p>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>Recommendation: Retain for life of program, system or related data, then dispose of.</p>
120.05.	<p><u>FCC RADIO LICENSE (ORIGINALS)</u></p> <p>Dates: 1949 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year following expiration of the license, then dispose of.</p>
120.06.	<p><u>FIRE DEPARTMENT ANNUAL REPORT (ORIGINALS)</u></p> <p>Dates: 1956 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series is a statistical and narrative report on the actions of the department during the previous year.</p> <p>Recommendation: Retain one copy permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
120.07.	<p><u>FIRE DEPARTMENT VEHICLE ACCIDENT REPORT FILE (CITY RECORD COPIES)*</u></p> <p>Dates: 1951 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>Recommendation: Retain for seven (7) years after settlement of all claims, then dispose of.</p>
120.08.	<p><u>PETTY CASH RECEIPTS (DEPARTMENT RECORD COPIES)</u></p> <p>Dates: 1975 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of receipts for reports, smoke detectors, records, etc.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
120.09.	<p><u>REMOTE FIRE ALARM SYSTEM AGREEMENT (ORIGINALS)</u></p> <p>Dates: 1977 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subscriber</p> <p>The Remote Fire Alarm System Agreement is an open-ended agreement between subscribers and the Fire Department.</p> <p>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><u>REMOTE FIRE ALARM SYSTEMS CHECKOFF LIST*</u></p> <p>Dates: 1985 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Alphabetical by subscriber</p> <p>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>Recommendation: Retain for two (2) years, then dispose of.</p>
120.11.	<p><u>TARP/POLYPROPYLENE PLACEMENT REPORT (RFD 10)*</u></p> <p>Dates: 1987 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>This record series documents use of tarps and is used for billing purposes.</p> <p>Recommendation: Retain for two (2) years after return of tarpaulin or declaration of loss, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<u>CITY OF ROCKFORD - FIRE DEPARTMENT</u>  <u>ADMINISTRATION - FISCAL AND TIMEKEEPING FILES</u>
130.01	<u>ANNUAL PERSONNEL STATUS CARD (RFD 141) (DUPLICATES)*</u>  Dates: 1979 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical  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.  Recommendation: Retain for two (2) years, then dispose of.
130.02	<u>CHANGE OF INDIVIDUAL STATUS (RFD 3)</u>  Dates: 1988 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical  This record series is used for data entry purposes for updating files as to current status of employee.  Recommendation: Retain for one (1) year after entry and verification, then dispose of.
130.03	<u>COST CENTER REPORT (RFD 1)*</u>  Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  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  Recommendation: Retain for two (2) years, then dispose of. (All Units)

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
130.04.	<p><u>INDEX AND REQUEST FOR MIMEOGRAPHED AND PRINTED FORMS (RFD 6)*</u></p> <p>Dates: 1987 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Numerical by company</p> <p>This record series is used to order forms from headquarters.</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
130.05.	<p><u>OUT OF CLASSIFICATION AND OVERTIME REPORT (RFD 145.0)*</u></p> <p>Dates: 1981 -  Volume: 4 Cu. Ft.  Annual Accumulation: ½ Cu. Ft.  Arrangement: Chronological</p> <p>In compliance with the Fair Labor Standards Act, this form documents all occurrences which enable a firefighter to gain extra compensation.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
130.06.	<p><u>PAYROLL SHEETS (DUPLICATES)</u></p> <p>Dates: 1980 -  Volume: 14 Cu. Ft.  Annual Accumulation: 2 Cu. Ft.  Arrangement: Chronological</p> <p>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>Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
130.07.	<p><u>PURCHASE ORDERS</u></p> <p>Dates: 1980 -  Volume: 7½ Cu. Ft.  Annual Accumulation: 1 Cu. Ft.  Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
130.08.	<p><u>PURCHASE REQUISITIONS</u></p> <p>Dates: 1980 -  Volume: 4 Cu. Ft.  Annual Accumulation: ½ Cu. Ft.  Arrangement: Chronological</p> <p>This record series consists of requisitions sent to city purchasing before a purchase order is issued.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
130.09.	<p><u>RECORD OF HOURS WORKED (RFD 15)*</u></p> <p>Dates: 1987 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Alphabetical by name</p> <p>This is a time sheet for administrative office personnel.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
130.10.	<p><u>REQUISITION FOR OFFICE SUPPLIES (RFD 13)*</u></p> <p>Dates: 1987 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: By unit or fire company</p> <p>This form is utilized by fire companies to obtain office supplies.</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
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
	<p><u>CITY OF ROCKFORD - FIRE DEPARTMENT</u></p> <p><u>DIVISION CHIEF FOR TRAINING AND EDUCATION</u> <u>Station 6 - Fire Academy - 3329 West State Street</u></p>
200.01.	<p><u>AMBULANCE DAILY DRUG BOX CHECKLIST (RFD 129.0)*</u></p> <p>Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>Recommendation: Retain for two (2) years, then dispose of.</p>
200.02.	<p><u>AMBULANCE DAILY INVENTORY CHECKLIST (RFD 125.0)*</u></p> <p>Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>Recommendation: Retain for one (1) year, then dispose of.</p>
200.03.	<p><u>AMBULANCE WEEKLY INVENTORY CHECKLIST (RFD 126.0)*</u></p> <p>Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This inventory documents more detailed supplies in the ambulance. It is also sent to the Academy.</p> <p>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><u>APPLICATIONS FOR EMPLOYMENT (SOLICITED AND UNSOLICITED) AND SUPPORTING DOCUMENTS (i.e. RESUMES, LETTERS OF RECOMMENDATION, ETC.)</u></p> <p>Dates: 1980 - Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological, Alphabetical</p> <p>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>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><u>COMPANY MONTHLY DRILL REPORT (RFD 200) OR DAILY DRILL REPORT (OBSOLETE) *</u></p> <p>Dates: 1975 - Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological and by company</p> <p>This record series is used as a data entry form. This form documents attendance and subject matter of company drills.</p> <p>Recommendation: Retain for two (2) years provided information is transferred to employee's training record, then dispose of.</p>
200.06.	<p><u>EMERGENCY MEDICAL TECHNICIAN BASIC AND REFRESHER COURSE FILES</u></p> <p>Dates: 1985 - Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>Recommendation: Retain for two (2) years after expiration of certification of the class participants, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.07.	<p><u>EVALUATION OF RECRUIT FIREFIGHTERS (DUPLICATES)</u></p> <p>Dates: 1976 -            Volume: ½ Cu. Ft.            Annual Accumulation: Negligible            Arrangement: Chronological</p> <p>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>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><u>EXAMINATION RESULTS LISTS</u></p> <p>Dates: 1980 -            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological</p> <p>This record series is a grade report compiled after all examinations. It lists the individual's name and grade on the exam.</p> <p>Recommendation: Retain five (5) years after expiration of applicable eligibility list, then dispose of.</p>
200.09.	<p><u>FUTURE CONTACT INFORMATION SHEET OR LOG*</u></p> <p>Dates: 1987 -            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Alphabetical</p> <p>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>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><u>GENERAL TRAINING FILES AND CERTIFICATION RESULTS</u></p> <p>Dates: 1980 -  Volume: 5 Cu. Ft.  Annual Accumulation: ½ Cu. Ft.  Arrangement: Alphabetical by subject, Chronological</p> <p>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>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><u>INCIDENT CRITIQUE FORMS (RFD A55A)*</u></p> <p>Dates: 1981 -  Volume: 1½ Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>This record series consists of forms which are used to critique major incidents. They have training and future reference value.</p> <p>Recommendation: Retain ten (10) years, then dispose of provided all training and reference use has expired.</p>

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200.12.	<p><u>INDIVIDUAL TRAINING FILES*</u></p> <p>Dates: 1952 - Volume: 4½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>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>Recommendation: Retain until one (1) year after individual's 70th birthday, then dispose of.</p>
200.13.	<p><u>PARAMEDIC CONTINUING EDUCATION CREDIT FILES</u></p> <p>Dates: 1984 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series constitutes a backup to the resource hospital's files on department paramedics. The resource hospital maintains the primary files.</p> <p>Recommendation: Retain for five (5) years after expiration of certification, then dispose of.</p>
200.14.	<p><u>REIMBURSEMENT CLAIMS TO STATE FIRE MARSHAL FOR TRAINING</u></p> <p>Dates: 1972 - Volume: 2½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>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="264 405 837 436"><u>SCRIPTS OF TRAINING VIDEOTAPES</u></p> <p data-bbox="264 468 1182 600">           Dates: 1980 -            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Alphabetical by subject         </p> <p data-bbox="264 625 1458 699">           Recommendation: Retain until administrative use is complete,            then dispose of.         </p>
200.16.	<p data-bbox="264 751 610 783"><u>TRAINING BULLETIN*</u></p> <p data-bbox="264 814 987 947">           Dates: 1965-            Volume: <math>\frac{1}{2}</math> Cu. Ft.            Annual Accumulation: Negligible            Arrangement: Chronological         </p> <p data-bbox="264 978 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="264 1104 1458 1178">           Recommendation: Retain until administrative use is complete,            then dispose of.         </p>
200.17.	<p data-bbox="264 1234 967 1266"><u>TRAINING VIDEOTAPES (PRODUCED BY RFD)</u></p> <p data-bbox="264 1329 930 1461">           Dates: 1980 -            Volume: 5 Cu. Ft.            Annual Accumulation: <math>\frac{1}{2}</math> Cu. Ft.            Arrangement: By subject         </p> <p data-bbox="264 1493 1458 1587">           This record series consists of videotapes created by the department to demonstrate procedures to and inform department members.         </p> <p data-bbox="264 1619 1174 1650">           Recommendation: Retain one copy permanently.         </p>

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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: ½ 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><u>PROJECT STATUS REPORT (RFD 158)*</u></p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: By project</p> <p>This record series is a report which advises the division chief of the status of project.</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>
300.05.	<p><u>REQUEST FOR TRANSFER (RFD 147)*</u></p> <p>Dates: 1984 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of written notice of an individual's desire to transfer within the department.</p> <p>Recommendation: Retain for one year after the completion of transfer assignments, then dispose of.</p>
300.06.	<p><u>SURVEY REPORT REVISION (RFD 160)*</u></p> <p>Dates: 1986 - Volume: 1 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>This record series is used to update Building Survey Reports (RFD 159).</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>

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300.07.	<p data-bbox="267 409 1461 472"><u>VACATION AND KELLY DAY DISTRICT SHIFT REPORT (RFD 169.A AND 169.5) *</u></p> <p data-bbox="267 493 990 630">                     Dates: 1988 -                      Volume: Negligible                      Annual Accumulation: Negligible                      Arrangement: Chronological                 </p> <p data-bbox="267 661 1461 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="267 787 1453 829">                     Recommendation: Retain for two (2) years, then dispose of.                 </p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p><u>CITY OF ROCKFORD - FIRE DEPARTMENT</u></p> <p><u>DIVISION CHIEF FOR EMERGENCY OPERATIONS - ALARM OFFICE</u></p>
310.01.	<p><u>ALARM OPERATOR'S LOG*</u></p> <p>Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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.</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
310.02.	<p><u>COMMUNICATIONS TAPES*</u></p> <p>Dates: 1988 - Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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.</p> <p>Recommendation: Retain for thirty days or until summaries are recorded in a radio transmission log, then dispose of or erase.</p>
310.03.	<p><u>DAILY ALARM INCIDENT REPORT LOG (RFD 42)*</u></p> <p>Dates: 1977 - Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series is a chronological record of all incidents responded to by the department.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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310.04.	<p><u>HYDRANT RECORD CARD (RFD 167)*</u></p> <p>Dates: 1976 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by address</p> <p>This record series is a record of fire hydrants and testing performed by fire companies.</p> <p>Recommendation: Retain for two (2) years after the hydrant is removed or replaced, then dispose of.</p>
310.05.	<p><u>HYDRANTS, SPRINKLERS, AND STREETS OUT-OF-SERVICE LOG AND CARDS (RFD 39, RFD 41, RFD 40)*</u></p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series is a record of hydrants, sprinklers, or streets out of service.</p> <p>Recommendation: Retain for one year after hydrant, sprinkler, or street is placed back in service, then dispose of.</p>
310.06.	<p><u>INCIDENT DATA CARD (DISPATCH CARD) (RFD 43, RFD 44, RFD 45)*</u></p> <p>Dates: 1979 - Volume: 17 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Numerical by incident number</p> <p>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>Recommendation: Retain for two (2) years, then dispose of.</p>

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310.07.	<p><u>MAP BOOK CHANGES (RFD 37)*</u></p> <p>Dates: 1978 -            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological</p> <p>This record series consists of a form which is used to update the map book.</p> <p>Recommendation: Retain for one year after change is made, then dispose of.</p>
310.08.	<p><u>MUTUAL AID BOX ALARM SYSTEM CARDS AND RESOURCE MANUAL</u></p> <p>Dates: 1987 -            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: By community</p> <p>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>Recommendation: Retain until superseded, then dispose of.</p>
310.09.	<p><u>OWNER OCCUPANT PHONE NUMBER CARD (RFD 46)*</u></p> <p>Dates: 1983 -            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Alphabetical by street</p> <p>This record enables the department to contact building owners or occupants during emergency situations.</p> <p>Recommendation: Retain until superseded, then dispose of.</p>

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310.10.	<p data-bbox="261 394 852 426"><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 747">Recommendation: Retain until superseded, then dispose of.</p>

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<p><u>CITY OF ROCKFORD - FIRE DEPARTMENT</u> <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: ½ 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><u>DAILY COMPANY JOURNAL (DAILY ACTIVITIES)*</u></p> <p>Dates: 1908 - Volume: Unknown Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p>This record series is a record of company's activities on a daily basis.</p> <p>Recommendation: Retain permanently.</p>
320.05.	<p><u>HOSE RECORD (COMPANY) (RFD 95)*</u></p> <p>Dates: 1960 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical</p> <p>This record series is a record of all hose used by the fire company.</p> <p>Recommendation: Retain until hose is taken out of service, then dispose of.</p>
320.06.	<p><u>INDIVIDUAL ROPE CARD (RFD 163)*</u></p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical</p> <p>This record series consists of a record of all ropes and the service performed on rope.</p> <p>Recommendation: Retain until rope is taken out of service, then dispose of.</p>

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320.07.	<p><u>IN-SERVICE TRAINING SCHEDULE (RFD 202)*</u></p> <p>Dates: 1987 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of a record of plans by company to perform training.</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
320.08.	<p><u>LOAN SLIP (RFD 172)*</u></p> <p>Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of a record of items loaned to various individuals or groups.</p> <p>Recommendation: Retain until equipment is returned or otherwise accounted for, then dispose of.</p>
320.09.	<p><u>MAINTENANCE JOURNALS (STATION, FUEL, AND APPARATUS)</u></p> <p>Dates: 1946 - Volume: Unknown Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of a record of all maintenance performed on stations and apparatus.</p> <p>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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320.10.	<p><u>MISCELLANEOUS DEPARTMENT JOURNALS (NOT ASSIGNABLE TO ANY COMPANY OR STATION)</u></p> <p>Dates: 1883 - 1940            Volume: Unknown            Annual Accumulation: Unknown            Arrangement: Chronological and by type of journal</p> <p>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>Recommendation: Retain permanently.</p>
320.11.	<p><u>STATION WATCH LOG</u></p> <p>Dates: 1929 - 1982            Volume: Unknown            Annual Accumulation: Obsolete            Arrangement: Chronological</p> <p>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>Recommendation: Accumulation may be disposed of.</p>
320.12.	<p><u>TARPAULIN RECORD CARD (RFD 96)*</u></p> <p>Dates: 1973 -            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Numerical</p> <p>This record series documents usage and status of tarpaulins assigned to company.</p> <p>Recommendation: Retain for life of tarpaulin, then dispose of.</p>

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

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330.04.	<p><u>MASTER ROPE CARD (RFD 164)*</u></p> <p>Dates: 1982 -            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Numerical</p> <p>This record series is a record of ropes assigned to other companies.</p> <p>Recommendation: Retain until superseded by new card, then dispose of.</p>
330.05.	<p><u>PORTABLE RADIO BATTERY CHARGING RECORD (RFD 149)*</u></p> <p>Dates: 1987 -            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological</p> <p>This record series is a record of battery charges of the Deputy Chief's portable radio.</p> <p>Recommendation: Retain for one year (1) from the date of last entry, then dispose of.</p>
330.06.	<p><u>UNIFORM AND PROTECTIVE CLOTHING INSPECTION (RFD 144)*</u></p> <p>Dates: 1983 -            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Alphabetical by name</p> <p>This record series consists of Form 144 which is used to monitor the condition of department members clothing.</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>

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340.01	<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> <u>EMERGENCY SERVICES AND DISASTER AGENCY</u></p> <p><u>RADIOLOGICAL MONITORING INSTRUMENTS CHECK SHEET (RFD 99)*</u></p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of records pertaining to maintenance checks on monitoring devices.</p> <p>Recommendation: Retain for life of equipment, 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>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><u>CITY OF ROCKFORD - FIRE DEPARTMENT</u></p> <p><u>DIVISION CHIEF FOR FIRE PREVENTION</u></p>
400.01.	<p><u>ASSIGNMENT OF HAZARDOUS MATERIAL ROUTES</u></p> <p>Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by street</p> <p>This record series documents the hazardous material routes through the City of Rockford.</p> <p>Recommendation: Retain until superseded, then dispose of.</p>
400.02.	<p><u>BUILDING PLANS</u></p> <p>Dates: 1970 - Volume: 12 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: None</p> <p>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>Recommendation: Retain permanently.</p>
400.03.	<p><u>FIRE DRILL RECORD (SCHOOLS)*</u></p> <p>Dates: 1981 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series is a documentation of fire drill activities at schools.</p> <p>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><u>FIRE DRILL RECORD FOR HOSPITALS AND NURSING HOMES (RFD 60)*</u></p> <p>Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series is a documentation of fire drills at hospitals and health care agencies.</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
400.05.	<p><u>FIRE INVESTIGATION FILES*</u></p> <p>Dates: 1954 - Volume: 37 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Numerical</p> <p>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>Recommendation: Retain for seven (7) years, then dispose of. Retain arson cases for eighty (80) years, then dispose of.</p>
400.06.	<p><u>FIRE PREVENTION FILES*</u></p> <p>Dates: 1960 - Volume: 40 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: By street address</p> <p>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>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><u>HAZARDOUS MATERIALS COMPLIANCE DATA</u></p> <p>Dates: 1984 -            Volume: 10 Cu. Ft.            Annual Accumulation: Negligible            Arrangement: By type of plan and Alphabetical by company name</p> <p>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>Recommendation: Retain until superseded, then dispose of.</p>
400.08	<p><u>HAZARDOUS MATERIALS INCIDENT EVALUATION (RFD 175)*</u></p> <p>Dates: 1987 -            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological</p> <p>This record series is an evaluation of response to hazardous materials incidents.</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>
400.09	<p><u>INCIDENT REPORT FILES*</u></p> <p>Dates: 1980 -            Volume: 29 Cu. Ft.            Annual Accumulation: 4 Cu. Ft.            Arrangement: Chronological</p> <p>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>Recommendation: Retain for seven (7) years, then dispose of. Retain arson cases for eighty (80) years, then dispose of.</p>

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400.10.	<p data-bbox="269 394 708 426"><u>INSPECTORS' WORK SHEETS</u></p> <p data-bbox="269 457 992 583">           Dates: 1980-1982            Volume: Negligible            Annual Accumulation: Obsolete            Arrangement: Chronological         </p> <p data-bbox="269 615 1463 678">This record series is documentation of time spent by fire inspectors.</p> <p data-bbox="269 716 1256 747">Recommendation: Accumulation may be disposed of.</p>
400.11.	<p data-bbox="269 810 748 842"><u>PHOTOGRAPHS AND NEGATIVES</u></p> <p data-bbox="269 873 992 999">           Dates: 1950 -            Volume: 2 Cu. Ft.            Annual Accumulation: Negligible            Arrangement: Chronological         </p> <p data-bbox="269 1031 1463 1094">This record series consists of photos of major incidents and various events in the Fire Department's history.</p> <p data-bbox="269 1131 1008 1163">Recommendation: Retain permanently.</p>
400.12.	<p data-bbox="269 1226 537 1257"><u>SPRINKLER BOOK</u></p> <p data-bbox="269 1289 1167 1415">           Dates: 1988 -            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Alphabetical by street         </p> <p data-bbox="269 1446 1463 1509">This record series is a record of sprinklers, their location and status.</p> <p data-bbox="269 1547 1430 1579">Recommendation: Retain until superseded, then dispose of.</p>
400.13.	<p data-bbox="269 1608 878 1640"><u>SPRINKLER BOOK CHANGES (RFD 59)*</u></p> <p data-bbox="269 1671 992 1797">           Dates: 1988 -            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological         </p> <p data-bbox="269 1829 1463 1892">This record series contains information used to update sprinkler book.</p> <p data-bbox="269 1929 1463 1992">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="267 401 803 430"><u>VIDEOTAPES OF FIRE INCIDENTS</u></p> <p data-bbox="267 468 990 594">Dates: 1988 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="267 627 1461 720">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="267 753 1461 976">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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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 EQUIPMENT AND MAINTENANCE</u></p> <p style="text-align: center;"><u>VEHICLE AND EQUIPMENT MAINTENANCE</u></p> <p style="text-align: center;"><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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500.04.	<p><u>PUMP SERVICE TEST RESULTS, LADDER SERVICE TEST RESULTS</u></p> <p>Dates: 1955 -  Volume: ½ Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Numerical by vehicle number</p> <p>This record series consists of record of tests that are performed by impartial third parties to determine serviceability of equipment.</p> <p>Recommendation: Retain for life of equipment, then dispose of.</p>
500.05.	<p><u>REQUISITION FOR SPECIAL SUPPLIES (RFD 100)*</u></p> <p>Dates: 1988 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
500.06.	<p><u>SELF-CONTAINED BREATHING APPARATUS COMPLAINT FORM (RFD 90)*</u></p> <p>Dates: 1988 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>This record series consists of Form RFD 90 which is used to generate repairs.</p> <p>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><u>VEHICLE MAINTENANCE FILES*</u></p> <p>Dates: 1954 -  Volume: 4 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Numerical by vehicle number</p> <p>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>Recommendation: Retain until vehicle is sold, traded, or junked, then dispose of.</p>
500.08.	<p><u>WORK REQUEST (RFD 93)*</u></p> <p>Dates: 1988 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>This record series consists of requests for work to be performed.</p> <p>Recommendation: Retain for sixty (60) days after work is complete, then dispose of.</p>

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600.01.	<p style="text-align: center;"><u>CITY OF ROCKFORD - POLICE DEPARTMENT</u></p> <p style="text-align: center;"><u>SUPPLY COMPANY</u> <u>Station 10 - 3407 Rural Street</u></p> <p><u>REQUISITION FOR NORMAL SUPPLIES (RFD 92)*</u></p> <p>Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
600.02.	<p><u>STATION SUPPLY LOG*</u></p> <p>Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: By station</p> <p>This record series is used for basic accounting purposes to watch for unusual usages and to account for supplies used.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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

COUNTY WINNEBAGO CITY ROCKFORD 61104  
AGENCY City of Rockford - Personnel Department  
ADDRESS 425 East State Street  
PHONE 815 / 987 / 5580

LOCAL RECORDS COMMISSION APPROVAL

*Robert E. Austbury*  
*John Dohy*

DIRECTOR, STATE ARCHIVES

MAY 1, 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.

X *Samuel T. Schmitz*  
Signature of Agency Head

3/31/88  
Date

Samuel T. Schmitz, Director

**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  
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<u>CITY OF ROCKFORD</u> <u>PERSONNEL DEPARTMENT</u>
1.	<u>APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND RECORDS DISPOSAL CERTIFICATES (ORIGINALS)</u>  Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain permanently.
2.	<u>FREEDOM OF INFORMATION ACT REQUESTS AND DENIALS (AGENCY RECORD COPIES)</u>  Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for ten (10) years, then dispose of.
3.	<u>ADMINISTRATIVE FILES (MAYOR'S OFFICE CORRESPONDENCE, MISCELLANEOUS REPORTS, ETC.)</u>  Dates: 1981- Volume: 10 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject  Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, or historical value.

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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><u>COLLECTIVE BARGAINING NEGOTIATION FILES</u></p> <p>Dates: 1965- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: By name of the union and chronological</p> <p>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>Recommendations: Retain for fifteen (15) years following the expiration of the collective bargaining agreement, then dispose of.</p>
8.	<p><u>EMPLOYEE INJURY FILES</u></p> <p>Dates: 1975- Volume: 8 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological by date of injury</p> <p>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>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><u>EMPLOYMENT ELIGIBILITY VERIFICATION FORMS (U. S. IMMIGRATION AND NATURALIZATION FORM I-9) (CITY COPY OF RECORD FOR ALL EMPLOYEES)</u></p> <p>Dates: 1986-            Volume: 1 Cu. Ft.            Annual Accumulation: 1/2 Cu. Ft.            Arrangement: Alphabetical by name of the employee</p> <p>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><u>EQUAL EMPLOYMENT OPPORTUNITY COMMISSION REPORTS (EEO-4 AND HUD EEO-4 FORMS)</u></p> <p>Dates: 1979-            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
11.	<p><u>EXIT INTERVIEWS</u></p> <p>Dates: 1983-            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological</p> <p>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>Recommendation: Retain for five (5) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
12.	<p><u>GENERAL EMPLOYEE TRAINING FILES</u></p> <p>Dates: 1987- Volume: 1/2 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Chronological by date of training session</p> <p>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>Recommendation: Retain for two (2) years, then dispose of.</p>
13.	<p><u>GRIEVANCES (CITY RECORD COPIES)</u></p> <p>Dates: 1982- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by date of grievance</p> <p>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>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>

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14.	<p><u>ILLINOIS DEPARTMENT OF HUMAN RIGHTS FILES (CITY COPY OF RECORD)</u></p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of charges of unfair employment practices, answers to charges, decisions, and correspondence.</p> <p>Recommendation: Retain for three (3) years after settlement of case, then dispose of.</p>
15.	<p><u>INDIVIDUAL HEALTH AND DENTAL INSURANCE FILES (CITY RECORD COPIES)</u></p> <p>Dates: 1960- Volume: 82 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name of participant</p> <p>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>Recommendation: Retain for two (2) years after termination of coverage, then dispose of.</p>

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16.	<p><u>INDIVIDUAL IMRF FILES (CITY RECORD COPIES)</u></p> <p>Dates: 1942-  Volume: 26 Cu. Ft.  Annual Accumulation: 1 Cu. Ft.  Arrangement: Alphabetical by name of participant</p> <p>This record series consists of annual benefits statements, beneficiary designation forms and disability and retirement reimbursement applications.</p> <p>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><u>JOB DESCRIPTIONS AND CLASSIFICATION PLAN (ORIGINALS)</u></p> <p>Dates: 1946-  Volume: 6 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: By position title</p> <p>This record series consists of employee surveys submitted prior to writing new job descriptions, salary studies, and related background information.</p> <p>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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18.	<p><u>MATERIAL SAFETY DATA SHEETS (CITY COPY OF RECORD)</u></p> <p>Dates: 1984-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Alphabetical by product name</p> <p>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>Recommendation: Retain for ten (10) years after the product is no longer used or stored by the city, then dispose of.</p>
19.	<p><u>MINUTES OF CIVIL SERVICE COMMISSION MEETINGS (ORIGINALS) AND OTHER PERSONNEL COMMITTEES SUCH AS THE SAFETY COMMITTEE</u></p> <p>Dates: 1946-  Volume: 1/2 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological by meeting date</p> <p>Recommendation: Retain original minutes permanently. Retain duplicate minutes until all administrative value has expired, then dispose of.</p>

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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>

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22.	<p><u>REQUESTS FOR ADDITIONAL PERSONNEL AND JOB POSTINGS</u></p> <p>Dates: 1947-  Volume: 2 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological by date of posting</p> <p>This record series consists of requests from city departments requesting vacancies be filled and the related notification of vacancies (job postings).</p> <p>Recommendation: Retain for five (5) years after the date of posting, then dispose of.</p>
23.	<p><u>WORKER'S COMPENSATION SETTLEMENT CLAIMS (CITY RECORD COPIES)</u></p> <p>Dates: 1977-  Volume: 4 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical by employee's name</p> <p>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>Recommendation: Retain for seven (7) years after final settlement of claim, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

APPLICATION NO. 90:110

(CONTINUATION SHEET)

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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;"><i>Robert E. Anderson</i> 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: 1/8 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 DISPOSE OF LOCAL RECORDS

APPLICATION NO. 90:110  
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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 style="text-align: center;"><i>Robert E. Lindsey</i> _____ 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  
 DISPOSE OF LOCAL RECORDS**

RM/M RM-9

COUNTY <u>WINNEBAGO</u>	CITY <u>Rockford 61102</u>
AGENCY <u>City of Rockford - Department of Human Resources</u>	
ADDRESS <u>1005 South Court</u>	
PHONE <u>815 / 987 / 5782</u>	

LOCAL RECORDS COMMISSION APPROVAL

*Robert E. Anderson*  
 CHAIRMAN  
*John Kelly*

DIRECTOR, STATE ARCHIVES

**JUN 05 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.

*Gwen Robinson*  
 Signature of Agency Head

5/11/90  
 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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CITY OF ROCKFORD

DEPARTMENT OF HUMAN RESOURCES

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C. Fiscal Office	300.01-300.08	9-11
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**APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS**

APPLICATION NO. 90:151

(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.01	<p align="center"><u>DEPARTMENT OF HUMAN RESOURCES</u> <u>OFFICE OF THE EXECUTIVE DIRECTOR</u></p> <p><u>APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND RECORDS DISPOSAL CERTIFICATES (ORIGINALS)</u></p> <p>Dates: 1988 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
100.02	<p><u>ADMINISTRATIVE CORRESPONDENCE FILES OF THE EXECUTIVE DIRECTOR (AGENCY RECORD COPIES AND DUPLICATES)</u></p> <p>Dates: 1977 - Volume: 22 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological; Alphabetical by subject</p> <p>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>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**

APPLICATION NO. 90:151

(CONTINUATION SHEET)

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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  
DISPOSE OF LOCAL RECORDS**

APPLICATION NO. 90:151

(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.06	<p><u>STAFF PERSONNEL FILES (ORIGINALS)</u></p> <p>Dates: 1971 -  Volume: 9 Cu. Ft.  Annual Accumulation: 2 Cu. Ft.  Arrangement: Alphabetical and Chronological</p> <p>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 style="list-style-type: none"> <li>1) Applications for Employment</li> <li>2) Notices of Appointment</li> <li>3) Job Descriptions for Positions Held by the Employee</li> <li>4) Performance Evaluations</li> <li>5) Payroll Administration Documentation</li> <li>6) Immigration and Naturalization Service U.S. Verification Documents (when applicable, for example U.S. Immigration and Naturalization Service Form I-9)</li> <li>7) Records of Criminal History Background Checks</li> <li>8) Employee Accrued Benefits Documentation Pertinent to the City's Pension System (including time and attendance records and separation documentation)</li> </ol> <p>Recommendation:</p> <p>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>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  
DISPOSE OF LOCAL RECORDS**

APPLICATION NO. 90-151

(CONTINUATION SHEET)

Page 6 of 16 Pages.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.01	<p style="text-align: center;"><u>DEPARTMENT OF HUMAN RESOURCES</u> <u>OFFICE OF COMMUNITY SERVICES</u></p> <p><u>COMMUNITY SERVICES PROGRAM ADMINISTRATION FILES (ORIGINALS AND AGENCY RECORD COPIES)</u></p> <p>Dates: 1977 - Volume: 109 1/4 Cu. Ft. Annual Accumulation: 10 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of program administration files of:</p> <ol style="list-style-type: none"> <li>1) Program Grant Applications</li> <li>2) Notices of Grant Awards</li> <li>3) Copies of Agreements and subcontracts</li> <li>4) Program Services/Commodities Recipient Signature Sheets</li> <li>5) Participant Attendance Sheets</li> <li>6) Summer Food Program Site Reports</li> <li>7) Activity Reports</li> <li>8) Program Evaluation Reports</li> <li>9) Program Services Statistics</li> <li>10) Periodic Financial Reports</li> <li>11) Copies of Fund Disbursement Documents (vouchers, purchase orders, requisitions, etc.)</li> <li>12) Computer Printout Vendor Payment Lists Entitled "Financial Table Maintenance"</li> <li>13) Related Correspondence</li> </ol> <p>Specific programs documented include the following:</p> <ol style="list-style-type: none"> <li>1) CETA and Job Training Partnership Act Summer Youth Program</li> <li>2) Food Stamp Outreach Program</li> <li>3) Summer Food Program</li> <li>4) Federal Emergency Management Agency Program</li> <li>5) Federal Surplus Commodities, Community Food and Nutrition Program</li> <li>6) ECIP and the succeeding Illinois Home Energy Assistance Program</li> </ol>

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

APPLICATION NO. 90-151

(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
200.02	<p>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>Recommendation: Retain for five (5) years following the termination of program participation and services, then dispose of.</p> <p><u>COMMUNITY SERVICES PROGRAM PARTICIPANT/CLIENT FILES (ORIGINALS OR RECORD COPIES)</u></p> <p>Dates: 1977 -  Volume: 273 1/2 Cu. Ft.  Annual Accumulation: 25 Cu. Ft.  Arrangement: Alphabetical and Chronological</p> <p>This record series consists of program activity documentation such as:</p> <ol style="list-style-type: none"> <li>1) Work Activity and Time Sheets for the JTPA Summer Youth Employment Program</li> <li>2) Program Participation Eligibility Documents (copies of applications for program acceptance, IHEAP utility account documentation, client income documentation, need assessment forms, etc.)</li> <li>3) Release of Information Forms</li> <li>4) Related Correspondence</li> </ol> <p>Programs documented include:</p> <ol style="list-style-type: none"> <li>1) CETA and Job Training Partnership Act Summer Youth Employment Program</li> <li>2) Summer Food Program</li> <li>3) Fodo Stamp Outreach Program</li> <li>4) Federal Emergency Management Agency Program</li> <li>5) Federal Surplus Commodities, Community Food and Nutrition Program</li> <li>6) ECIP and the succeeding Illinois Home Energy Assistance Program</li> </ol>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

APPLICATION NO. 90:151

(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p>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>Recommendation: Retain for three years following the termination of program participation and services, then dispose of.</p>

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

APPLICATION NO. 90:151

(CONTINUATION SHEET)

Page 9 of 16 Pages.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.01	<p align="center"><u>DEPARTMENT OF HUMAN RESOURCES</u> <u>FISCAL OFFICE</u></p> <p><u>AUDIT REPORTS (ADMINISTRATIVE AND PROGRAM AUDITS) (ORIGINALS AND DUPLICATES)</u></p> <p>Dates: 1977- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>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>The annual audit reports are filed pursuant to <u>1987, Illinois Revised Statutes, Ch. 24, par. 8-8-1, et seq.</u></p> <p>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>Recommendation: Retain one copy of each original audit report permanently.</p> <p>Retain duplicates for one (1) year, then dispose of.</p>

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

APPLICATION FOR AUTHORITY TO  
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.06	<p><u>REQUISITIONS AND PURCHASE ORDERS (DUPLICATES)</u></p> <p>Dates: 1981 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>Recommendation: Retain for one (1) year, then dispose of.</p>
300.07	<p><u>VEHICLE MILEAGE SHEETS (ORIGINALS)</u></p> <p>Dates: 1983 - Volume: 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>Recommendation: Retain two years in office, then dispose of.</p>
300.08	<p><u>VENDOR FILES (IHEAP) (ORIGINALS)</u></p> <p>Dates: 1981 - Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>Recommendation: Retain two years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
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DEPARTMENT OF HUMAN RESOURCES

HEAD START PROGRAM

400.01

GRANT ADMINISTRATION FILES FOR THE HEAD START PROGRAM (ORIGINALS OR RECORD COPIES)

Dates: 1978 -  
 Volume: 7 1/4 Cu. Ft.  
 Annual Accumulation: 1 Cu. Ft.  
 Arrangement: Chronological

These program administration files contain the Office of the Director's originals and record copy of grant applications for the Head Start program agreements, related financial reports, service statistics, and program evaluations.

Recommendation: Retain for three (3) years after the completion of the terms of the grant, then dispose of.

400.02

HEAD START CHILD CLIENT FILES (ORIGINALS OR RECORD COPIES)

Dates: 1978 -  
 Volume: 13 Cu. Ft.  
 Annual Accumulation: 1 Cu. Ft.  
 Arrangement: Alphabetical

These are client files for the city's Head Start Program containing the following documentation:

- 1) Parents Need Assessment Forms
- 2) Authorization Forms to Gather Information
- 3) Reports on the Results of Health Exams of Children
- 4) Early Assessment Sheets
- 5) Dental Charts
- 6) Developmental Rates and Program Progress Reports
- 7) Documentation Establishing Individual Program Goals and Home Environment Review
- 8) Home and Site Family Profile Sheets
- 9) Income Information, Social Services, and Eligibility Information Documentation

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

APPLICATION NO. 90:151

(CONTINUATION SHEET)

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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>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.01	<p style="text-align: center;"><u>DEPARTMENT OF HUMAN RESOURCES</u> <u>OFFICE OF WEATHERIZATION DIRECTOR</u></p> <p><u>PROGRAM COST ANALYSES (ANNUAL REPORTS AND COMPUTER PRINTOUTS)</u> <u>(ORIGINALS)</u></p> <p>Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>Recommendation: Retain in office for seven years, then dispose of.</p>
500.02	<p><u>PURCHASE ORDERS AND REQUISITIONS (DUPLICATES)</u></p> <p>Dates: 1988 - Volume: 2 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p>The city record copies of these procurement documents are maintained by the Purchasing Office of the Finance Department.</p> <p>Recommendation: Retain in office for two years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.03	<p><u>WEATHERIZATION PROGRAM PROJECT INDEX CARD FILE (ORIGINALS)</u></p> <p>Dates: 1979 -            Volume: 1 1/2 Cu. Ft.            Annual Accumulation: Negligible            Arrangement: Alphabetical and Numerical</p> <p>This card file is an office index by program client, client address, and job number to the Weatherization Program Client Case Files.</p> <p>Recommendation: Retain in office for five years after completion of each corresponding project, then dispose of.</p>
500.04	<p><u>WEATHERIZATION PROGRAM CLIENT CASE FILES (ORIGINALS OR RECORD COPIES)</u></p> <p>Dates: 1978 -            Volume: 41 1/2 Cu. Ft.            Annual Accumulation: 4 Cu. Ft.            Arrangement: Numerical by job number</p> <p>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 style="list-style-type: none"> <li>1) Client Applications for Assistance (DCCA Form 420-0297)</li> <li>2) Building Check and Job Order Sheet (DOE Form)</li> <li>3) Related Internal Notes Pertinent to each Case Project</li> <li>4) Supporting Copies of Client Fuel Bills and Income Documents for Furnace Projects</li> <li>5) Photocopies of Billings from Contractors</li> <li>6) Consent for Disclosure and Authorization for Work Form</li> </ol> <p>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>

APPLICATION FOR AUTHORITY TO  
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
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case files. Also, a Harris micro-computer system employed by the office produces a cost analysis breakdown and much of this information is abstraced from the Program Client Case Files.

Recommendation: Retain in office for five years after completion of each project, then dispose of.

500.05

WEATHERIZATION MATERIAL INVENTORY REPORTS

Dates: 1985 -  
 Volume: Negligible  
 Annual Accumulation: Negligible  
 Arrangement: Numerical by material code

Recommendation: Retain two years, then dispose of.

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

RM/M RM-9

COUNTY <u>Winnebago</u>	CITY <u>Rockford 61104</u>	LOCAL RECORDS COMMISSION APPROVAL  <i>Ronald E. Aushury</i> CHAIRMAN <i>John D. ...</i> DIRECTOR, STATE ARCHIVES  OCT 02 1990 DATE
AGENCY <u>City of Rockford - Legal Department</u>		
ADDRESS <u>425 East State Street</u>		
PHONE <u>815 / 987 / 5546</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><i>Ronald N. Schultz</i> Signature of Agency Head Ronald N. Schultz</p> <p><u>11/23/91</u> Date</p>		

**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 - Legal Department  
Application #90:248

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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

**APPLICATION FOR AUTHORITY TO  
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.01	<p align="center"><b><u>CITY OF ROCKFORD</u></b></p> <p align="center"><b><u>LEGAL DEPARTMENT</u></b></p> <p align="center"><b><u>ADMINISTRATIVE/MISCELLANEOUS RECORDS</u></b></p> <p><b><u>APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND RECORDS DISPOSAL CERTIFICATES (ORIGINALS)</u></b></p> <p>Dates: 1990- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: 5th Floor (City Hall)</p> <p>Recommendation: Retain permanently.</p>
100.02	<p><b><u>ADMINISTRATIVE CORRESPONDENCE FILES (CORRESPONDENCE, COPIES OF REPORTS, AND OTHER DOCUMENTS, MEMOS, ETC.) (DUPLICATES)</u></b></p> <p>Dates: 1891- Volume: 106 Cubic Feet Annual Accumulation: 2 3/4 Cubic Feet Arrangement: Chronological/Alphabetical By Subject Location: Basement, Economic Opportunity Office, 4th &amp; 5th Floor (City Hall)</p> <p>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>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 &amp; SUPPORT DATA--MINORITY BUSINESS DEVELOPMENT (OFFICIAL CITY RECORD COPY)</u></p> <p>Dates: 1984-            Volume: 2 Cubic Feet            Annual Accumulation: ½ 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 1/3 Cubic Feet            Arrangement: Alphabetical by address            Location: 4th &amp; 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>

APPLICATION FOR AUTHORITY TO  
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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 &amp; 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><u>FREEDOM OF INFORMATION REQUESTS AND DENIALS (ORIGINALS)</u></p> <p>Dates: 1984- Volume: ½ Cubic Foot Annual Accumulation: Negligible Arrangement: Chronological Location: 4th &amp; 5th Floor (City Hall)</p> <p>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>Recommendation: Retain for ten years, then dispose of.</p>
100.13	<p><u>GOVERNMENT CENSUS REPORTS</u></p> <p>Dates: 1974- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p>Recommendation: Retain for five years, then dispose of.</p>
100.14	<p><u>INSPECTION REPORTS</u></p> <p>Dates: 1944- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p>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><u>JOINT POLE AGREEMENTS</u></p> <p>Dates: 1921-            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological            Location: Basement (City Hall)</p> <p>Recommendation: Retain permanently.</p>
100.20	<p><u>LIQUOR COMMISSION HEARING FILES (ORIGINALS)</u></p> <p>Dates: 1979-            Volume: 1 Cubic Foot            Annual Accumulation: Negligible            Arrangement: Numerical by case number            Location: 4th &amp; 5th Floor (City Hall)</p> <p>This record series consists transcripts of hearings before the Liquor Control Commission and any related citations.</p> <p>Recommendation: Retain permanently.</p>
100.21	<p><u>LIST OF CITY OFFICIALS</u></p> <p>Dates: 1852-            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological            Location: Basement (City Hall)</p> <p>Recommendation: Retain permanently.</p>
100.22	<p><u>LIST OF WEED NOTICES MAILED</u></p> <p>Dates: 1948-            Volume: Negligible            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
100.23	<p><u>MANAGEMENT LETTER</u></p> <p>Dates: 1975-            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological            Location: Basement (City Hall)</p> <p>Recommendation: Retain one copy of each permanently. Retain <u>duplicates</u> for one year, then dispose of.</p>
100.24	<p><u>MOTOR VEHICLE TRAFFIC ACCIDENT REPORTS (COPIES RECEIVED FROM POLICE DEPARTMENT)</u></p> <p>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>Recommendation: Retain until administrative use is complete, then dispose of.</p>
100.25	<p><u>NEWSPAPER PUBLICATIONS AND CERTIFICATIONS (ORIGINALS)</u></p> <p>Dates: 1952-            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Alphabetical by subject            Location: 5th Floor, Basement (City Hall)</p> <p>This record series included copies of public notices for bids, job openings, meeting notices, etc. which are required to be published.</p> <p>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: ½ 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>

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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 &amp; 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: ½ 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: 1½ 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="272 420 568 451"><b><u>WEED COMPLAINTS</u></b></p> <p data-bbox="272 483 1136 651">Dates: 1948- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p data-bbox="272 672 1380 714">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	<p><u>ACCEPTANCE OF ORDINANCES</u></p> <p>Dates: 1908-            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological            Location: Basement (City Hall)</p> <p>Recommendation: Retain permanently.</p>
200.02	<p><u>AGENDAS (FOR CITY COUNCIL AND COMMITTEE MEETINGS)</u></p> <p>Dates: 1963-            Volume: <math>\frac{1}{2}</math> Cubic Foot            Annual Accumulation: Negligible            Arrangement: Chronological            Location: 5th Floor (City Hall); 3rd Floor (Old City Hall); Basement (City Hall())</p> <p>Recommendation: Retain <u>originals</u> permanently at the request of the agency.</p>
200.03	<p><u>ANNUAL CITY CLERK'S REPORTS--ORIGINALS (OLDER RECORDS ALSO INCLUDED CITY ENGINEER, CITY TREASURER, CHIEF MARSHALL, HEALTH OFFICER, FIRE DEPARTMENT, WATERWORKS, ETC.)*</u></p> <p>Dates: 1880-            Volume: 1 Cubic Foot            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.</p>

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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 &amp; 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><u>CITY CHARTER AND PETITION TO CHANGE CHARTER (ORIGINALS)</u></p> <p>Dates: 1865-            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological            Location: 5th Floor (City Hall)</p> <p>Recommendation: Retain permanently.</p>
200.08	<p><u>CITY COUNCIL COMMITTEE REPORTS (ORIGINALS)</u></p> <p>Dates: 1893-            Volume: 44 Cubic Feet            Annual Accumulation: 1 Cubic Foot            Arrangement: Chronological            Location: Basement, 4th &amp; 5th Floor (City Hall)</p> <p>This record series consists of City Council Committee Reports (i.e. finance committee).</p> <p>Recommendation: Retain permanently, per the request of the agency.</p>
200.09	<p><u>CITY PROPERTY TAX RECORDS (DUPLICATES)</u></p> <p>Dates: 1983-            Volume: ½ Cubic Foot            Annual Accumulation: Negligible            Arrangement: Chronological            Location: 4th &amp; 5th Floor</p> <p>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>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 &amp; DUPLICATES)</u></p> <p>Dates: 1852-            Volume: 30 Cubic Feet            Annual Accumulation: ½ 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: ½ 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 &amp; DUPLICATES)</u></p> <p>Dates: 1852-            Volume: 95 Cubic Feet            Annual Accumulation: ½ Cubic Foot            Arrangement: Numerical by ordinance number,            Alphabetical by subject            Location: Basement, 4th &amp; 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><u>RESOLUTIONS</u></p> <p>Dates: 1893-  Volume: 13 Cubic Feet  Annual Accumulation: Negligible  Arrangement: Chronological  Location: 5th Floor, Basement (City Hall)</p> <p>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><u>VETOES</u></p> <p>Dates: 1972-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: Basement (City Hall)</p> <p>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.01	<p align="center"><u>LEGAL DEPARTMENT</u></p> <p 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	<p><u>CONSTRUCTION RECORDS (STREETS, SEWERS, SIDEWALKS, BRIDGES, ETC.)</u></p> <p>Dates: 1912-1975  Volume: 1½ Cubic Feet  Annual Accumulation: Obsolete  Arrangement: Chronological  Location: Basement of City Hall</p> <p>Recommendation: Accumulation may be disposed of.</p>
300.05	<p><u>FIVE-YEAR STREET PROGRAM PLAN</u></p> <p>Dates: 1944-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: Basement of City Hall</p> <p>Recommendation: Retain one copy of each permanently.</p>
300.06	<p><u>NOTICE OF COMPLETION AND ACCEPTANCE OF IMPROVEMENT FROM I.D.O.T.</u></p> <p>Dates: 1986-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: Fifth Floor of City Hall</p> <p>Recommendation: Retain for ten years following acceptance of improvement by I.D.O.T., then dispose of.</p>
300.07	<p><u>TABULATION OF BIDS</u></p> <p>Dates: 1912-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Alphabetical by project  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
	<p><u>LEGAL DEPARTMENT</u></p> <p><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 &amp; LEASES FOR GENERAL SERVICES (ORIGINALS)</u></p> <p>Dates: 1892-            Volume: 1 Cubic Foot            Annual Accumulation: Negligible            Arrangement: Alphabetical by subject            Location: Basement, 4th &amp; 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><u>ANNUAL SUPPLEMENTAL REPORT TO STATE AUDITOR/COMPTROLLER (CITY COPY)</u></p> <p>Dates: 1974-            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological            Location: Basement of City Hall</p> <p>Recommendation: Retain for seven years, then dispose of.</p>
400.05	<p><u>ANNUAL TREASURER'S REPORTS</u></p> <p>Dates: 1905-            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological            Location: Basement of City Hall</p> <p>Recommendation: Retain for seven years, then dispose of.</p>
400.06	<p><u>APPROPRIATION AND TAX LEVY ORDINANCE RECORDS (COPIES)</u></p> <p>Dates: 1917-            Volume: 2 1/2 Cubic Feet            Annual Accumulation: Negligible            Arrangement: Chronological            Location: Fifth Floor of City Hall</p> <p>Research work used to draw up a prospective appropriation and tax levy ordinances; includes photocopies of reports, notes, and copies of ordinances.</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
400.07	<p><u>AUDIT REPORTS (ORIGINALS &amp; DUPLICATES)</u></p> <p>Dates: 1909- Volume: 1 Cubic Foot Annual Accumulation: Negligible Arrangement: Chronological Location: Basement, 4th &amp; 5th Floor (City Hall)</p> <p>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>Recommendation: Retain one copy of each original audit permanently. Retain <u>duplicates</u> for one year, then dispose of.</p>
400.08	<p><u>AUDIT REPORTS (POLICE AND FIRE PENSION)</u></p> <p>Dates: 1937- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement of City Hall</p> <p>Recommendation: Retain one copy of original permanently. Retain duplicates for one year, then dispose of.</p>
400.09	<p><u>BILLING STATEMENTS (DUPLICATE)</u></p> <p>Dates: 1900- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement 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
400.10	<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 &amp; 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 &amp; 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><u>BONDS - INDUSTRIAL REVENUE BOND FILES (ORIGINALS)</u></p> <p>Dates: 1974-            Volume: 29½ Cubic Feet            Annual Accumulation: 2 Cubic Feet            Arrangement: Chronological            Location: 4th &amp; 5th Floor (City Hall)</p> <p>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>Recommendation: Retain permanently.</p>
400.14	<p><u>BONDS - ORDINANCE BONDS</u></p> <p>Dates: 1973-            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological            Location: Basement (City Hall)</p> <p>Recommendation: Retain for three years following expiration or cancellation of bond, then dispose of.</p>
400.15	<p><u>BOND REGISTERS</u></p> <p>Dates: 1853-            Volume: ½ Cubic Foot            Annual Accumulation: Negligible            Arrangement: Numerical by bond number            Location: Basement of City Hall</p> <p>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	<p><u>BUDGET RECORDS (REPORTS, ESTIMATES, AND REQUESTS)</u></p> <p>Dates: 1890-            Volume: 3 Cubic Feet            Annual Accumulation: Negligible            Arrangement: Chronological            Location: Basement of City Hall</p> <p>Recommendation: Retain for seven years, then dispose of.</p>
400.17	<p><u>CANCELLED CHECKS, DEPOSIT SLIPS, AND BANK STATEMENTS</u></p> <p>Dates: 1940-1955            Volume: Negligible            Annual Accumulation: Obsolete            Arrangement: Chronological            Location: Basement of City Hall</p> <p>These records are now retained by the Finance Department.</p> <p>Recommendation: Accumulation may be disposed of.</p>
400.18	<p><u>CASH RECEIPTS</u></p> <p>Dates: 1891-            Volume: 1½ Cubic Feet            Annual Accumulation: Negligible            Arrangement: Chronological            Location: Basement 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
400.19	<p><u>CERTIFICATE OF TENANT REPRESENTATIVE</u></p> <p>Dates: 1974-Negligible  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: Basement (City Hall)</p> <p>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>Recommendation: Retain for seven years after completion or project, then dispose of.</p>
400.20	<p><u>C.E.T.A. (COMPREHENSIVE EMPLOYEE TRAINING ACT) RECORDS (GRANTS, FINANCIAL AND STATISTICAL RECORDS, SUPPORTING DOCUMENTATION)-DEPARTMENTAL COPIES</u></p> <p>Dates: 1978-1980  Volume: Negligible  Annual Accumulation: None  Arrangement: Chronological  Location: Basement (City Hall)</p> <p>Recommendation: Accumulation may be disposed of.</p>
400.21	<p><u>CHECK STUBS</u></p> <p>Dates: 1949-1949  Volume: Negligible  Annual Accumulation: Obsolete  Arrangement: Numerical by check number  Location: Basement of City Hall</p> <p>These records are now retained by the Finance Department.</p> <p>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 &amp; 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 &amp; 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 &amp; 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 &amp; 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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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.27	<p><u>LIEN FILES (ORIGINALS AND DUPLICATES)</u></p> <p>Dates: 1982-  Volume: 2½ Cubic Feet  Annual Accumulation: Negligible  Arrangement: Alphabetical by address  Location: 4th &amp; 5th Floor (City Hall)</p> <p>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>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><u>MONTHLY TREASURER'S REPORTS</u></p> <p>Dates: 1909-  Volume: 4 Cubic Feet  Annual Accumulation: Negligible  Arrangement: Chronological  Location: Basement of City Hall</p> <p>Recommendation: Retain for two years, then dispose of.</p>
400.29	<p><u>PAID BILLS AND BILLING STATEMENTS (DEPARTMENT COPY)</u></p> <p>Dates: 1890-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: Basement 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
400.30	<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><u>REPORT OF COSTS (CONSTRUCTION OF SEWERS)</u></p> <p>Dates: 1892-1900            Volume: Negligible            Annual Accumulation: Obsolete            Arrangement: Chronological            Location: Basement of City Hall</p> <p>These records are now retained by Public Works.</p> <p>Recommendation: Accumulation may be disposed of.</p>
400.34	<p><u>STATEMENTS OF ACCOUNT (TRUST FUND) (ORIGINALS)</u></p> <p>Dates: 1982-            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological</p> <p>This record series consists of Statements of Accounts showing all receipts and disbursements from the city trust fund.</p> <p>Recommendation: Retain for seven years, then dispose of.</p>
400.35	<p><u>UNPAID SIDEWALK BILLINGS</u></p> <p>Dates: 1899-1932            Volume: <math>\frac{1}{2}</math> Cubic Foot            Annual Accumulation: Obsolete            Arrangement: Chronological            Location: Basement of City Hall</p> <p>This record series includes sidewalk billing, report of cost of sidewalk as built, receipts, etc.</p> <p>Recommendation: Accumulation may be disposed of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.01	<p align="center"><u>LEGAL DEPARTMENT</u></p> <p align="center"><u>LEGAL CASE FILES</u></p> <p><u>BANKRUPTCY CLAIM FILES (DUPLICATES)</u></p> <p>Dates: 1975- Volume: 3 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological, Numerical by assigned number Location: 4th &amp; 5th Floor (City Hall)</p> <p>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>Recommendation: Retain for seven years after settlement of case, then dispose of.</p>
500.02	<p><u>BUILDING CONDEMNATION FILES (AGENCY RECORD COPY)</u></p> <p>Dates: 1978- Volume: 3 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Location: 4th &amp; 5th Floor (City Hall)</p> <p>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>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><u>BUSINESS CASE FILES (ECONOMIC OPPORTUNITY)</u></p> <p>Dates: 1988-            Volume: 1 Cubic Foot            Annual Accumulation: 2 Cubic Feet            Arrangement: Alphabetical by business            Location: Economic Opportunity Office</p> <p>This records series contains correspondence, information regarding the specific business establishment, copies of reports, and copies of investigations.</p> <p>Recommendation: Retain for three years, then dispose of.</p>
500.04	<p><u>CABLE TV COMPANY FRANCHISE NEGOTIATIONS RECORDS</u></p> <p>Dates: 1972-            Volume: 7 Cubic Feet            Annual Accumulation: Negligible            Arrangement: Chronological, Alphabetical by subject            Location: 4th &amp; 5th Floor (City Hall)</p> <p>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>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 &amp; 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 &amp; 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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500.07

CLAIM CASE FILES (AGAINST THE CITY WHICH DO NOT RESULT IN LITIGATION)

Dates: 1962-  
Volume: 18 Cubic Feet  
Annual Accumulation: 1 Cubic Foot  
Arrangement: Alphabetical by claimant  
Location: 4th & 5th Floor; Basement (City Hall)

This record series includes correspondence, bills and invoices (copies), investigations into claims, notice of lawsuits, etc. These are small claims that never reach court.

Recommendation: Retain for seven years following settlement of claim, then dispose of.

500.08

DEMOLITION AND FORECLOSURE CASE FILES (ORIGINAL & DUPLICATE)

Dates: 1963-  
Volume: 6½ Cubic Feet  
Annual Accumulation: Negligible  
Arrangement: Alphabetical  
Location: Basement, 4th & 5th Floor (City Hall)

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.

Recommendation: Retain permanently.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.09	<p><u>FAIR HOUSING CASE FILES (ORIGINALS)</u></p> <p>Dates: 1972-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: 5th Floor (City Hall)</p> <p>This record series includes copies of transcripts of hearings regarding fair housing cases and all related correspondence.</p> <p>Recommendation: Retain for three years following settlement of case, then dispose of.</p>
500.10	<p><u>FEDERAL LITIGATION CASE FILES</u></p> <p>Dates: 1963-  Volume: 10 Cubic Feet  Annual Accumulation: <math>\frac{1}{2}</math> Cubic Feet  Arrangement: Numerical by case number  Location: 4th &amp; 5th Floor (City Hall)</p> <p>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>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><u>ILLINOIS COMMERCE COMMISSION RECORDS (CITY COPY)</u></p> <p>Dates: 1926- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological Location: 4th &amp; 5th Floor; Basement (City Hall)</p> <p>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>Recommendation: Retain for three years following closure of case, then dispose of.</p>
500.12	<p><u>INVESTIGATIONS/COMPLAINTS--PREVAILING WAGE DISPUTES, DISCRIMINATION BY CITY-CONTRACTED BUSINESS, ETC.</u></p> <p>Dates: 1984- Volume: 2 Cubic Feet Annual Accumulation: <math>\frac{1}{2}</math> Cubic Foot Arrangement: Alphabetical by case Location: Economic Opportunity Office</p> <p>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>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 &amp; 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><u>NOTICES AND CLAIMS FOR DAMAGES (REPORTS OF DAMAGE TO CITY PROPERTY)</u></p> <p>Dates: 1970-            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological            Location: Basement (City Hall)</p> <p>Recommendation: Retain for seven years following settlement of claim, then dispose of.</p>
500.17	<p><u>PERSONAL INJURY LAWSUITS FILED AGAINST THE CITY (ORIGINAL &amp; DUPLICATE RECORDS)</u></p> <p>Dates: 1965-            Volume: 20 Cubic Feet            Annual Accumulation: 1 Cubic Foot            Arrangement: Chronological            Location: 4th &amp; 5th Floor (City Hall)</p> <p>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>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><u>SMALL CLAIMS COURT CASE FILES (DUPLICATES)</u></p> <p>Dates: 1970-            Volume: 7½ Cubic Feet            Annual Accumulation: Negligible            Arrangement: Numerical by case number            Location: 4th &amp; 5th Floor (City Hall)</p> <p>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>Recommendation: Retain for three years following settlement of case, then dispose of.</p>
500.19	<p><u>TRAFFIC VIOLATION CASE FILES (ORIGINALS &amp; DUPLICATES)</u></p> <p>Dates: 1975-            Volume: 100 Cubic Feet            Annual Accumulation: 7½ Cubic Feet            Arrangement: Alphabetical by individual            Location: 4th &amp; 5th Floor (City Hall)</p> <p>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>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 &amp; 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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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
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LEGAL DEPARTMENT

PAYROLL AND PERSONNEL RECORDS

600.01

APPLICATIONS FOR EMPLOYMENT (SOLICITED AND UNSOLICITED) AND SUPPORTING DOCUMENTS (i.e. RESUMES, LETTERS OF RECOMMENDATION, ETC.)

Dates: 1976-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological  
Location: Basement (City Hall)

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.

600.02

ASSIGNMENT OF WAGES (ORIGINALS)

Dates: 1975-  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological  
Location: 4th & 5th Floor (City Hall)

This record series consists of the Assignment of Wages Forms for garnishment of wages of city employees.

Recommendation: Retain for seven years after settlement, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
600.03	<p><u>BOARD OF FIRE AND POLICE COMMISSIONERS DISCIPLINARY FILES (DUPLICATES)</u></p> <p>Dates: 1972-            Volume: 4 Cubic Feet            Annual Accumulation: Negligible            Arrangement: Chronological            Location: 4th &amp; 5th Floor (City Hall)</p> <p>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>Recommendation: Retain for five years after closure of case, then dispose of.</p>
600.04	<p><u>GRIEVANCE FILES (ORIGINALS)</u></p> <p>Dates: 1979-            Volume: 1 Cubic Foot            Annual Accumulation: Negligible            Arrangement: Numerical by case number            Location: 4th &amp; 5th Floor</p> <p>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>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><u>NOTICE OF COMPLETION OF PROBATIONARY PERIOD</u></p> <p>Dates: 1975- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p>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>Recommendation: Retain for one year, then dispose of.</p>
600.06	<p><u>OFFICIAL'S OATHS, BONDS, AND APPOINTMENTS (ORIGINALS FOR ALL CITY OFFICIALS)</u></p> <p>Dates: 1891- Volume: ½ Cubic Foot Annual Accumulation: Negligible Arrangement: Chronological Location: 5th Floor, Basement (City Hall)</p> <p>Recommendation: Retain for two years following term of office, then dispose of.</p>
600.07	<p><u>PAYROLL REPORTS-COMPUTER PRINTOUTS FROM FINANCE DEPARTMENT FOR PAYROLL OF LEGAL DEPARTMENT EMPLOYEES</u></p> <p>Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: 5th Floor (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
600.08	<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: ½ Cubic Foot  Annual Accumulation: Negligible  Arrangement: Alphabetical by employee  Location: 4th &amp; 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="282 407 1479 468"><u>WORKER'S COMPENSATION MONTHLY REPORTS OF CLAIMS FROM INSURANCE COMPANIES</u></p> <p data-bbox="282 501 1138 661">Dates: 1964- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement (City Hall)</p> <p data-bbox="282 690 1474 726">Recommendation: Retain for seven (7) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p><u>LEGAL DEPARTMENT</u></p> <p><u>PERMITS AND LICENSES</u></p>
700.01	<p><u>AGREEMENT/PERMIT TO CONNECT TO PRIVATE SEWERS</u></p> <p>Dates: 1892-1931            Volume: Negligible            Annual Accumulation: None            Arrangement: Chronological            Location: Basement (City Hall)</p> <p>Recommendation: Retain permanently.</p>
700.02	<p><u>BARTENDER LICENSES (ORIGINAL)</u></p> <p>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>This record series includes applications for licenses with attached photo.</p> <p>Recommendation: Retain for one year following expiration of license, then dispose of.</p>
700.03	<p><u>EXCAVATION PERMITS</u></p> <p>Dates: 1931- (only)            Volume: Negligible            Annual Accumulation: None            Arrangement: Chronological            Location: Basement (City Hall)</p> <p>Recommendation: Accumulation may be disposed of.</p>

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700.04	<p><u>HIGHWAY PERMITS</u></p> <p>Dates: 1934-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: Basement (City Hall)</p> <p>Recommendation: Retain for five years following expiration, then dispose of.</p>
700.05	<p><u>LIQUOR ESTABLISHMENT FILES</u></p> <p>Dates: 1940-  Volume: 16½ Cubic Feet  Annual Accumulation: Negligible  Arrangement: Alphabetical by owner  Location: Fourth and Fifth Floor City Hall</p> <p>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>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><u>LIQUOR LICENSE RECEIPTS</u></p> <p>Dates: 1956-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Numerical by license number  Location: Basement of City Hall</p> <p>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><u>LIQUOR LICENSE REGISTER</u></p> <p>Dates: (1935)            Volume: Negligible            Annual Accumulation: Obsolete            Arrangement: Alphabetical by establishment            Location: Basement of City Hall</p> <p>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>Recommendation: Accumulation may be disposed of provided historical value is complete.</p>
700.08	<p><u>PERMIT TO CITY TO USE PRIVATE PROPERTY FOR PLAYGROUND</u></p> <p>Dates: 1934-            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological            Location: Basement of City Hall</p> <p>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>Recommendation: Retain for two years after expiration of permit, then dispose of.</p>
700.09	<p><u>PERMITS TO MOVE BUILDING, ERECT CHRISTMAS TREE, ETC. FOR BAND CONCERTS, ETC.</u></p> <p>Dates: 1936-            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological            Location: Basement of City Hall</p> <p>This record series consists of typed statements of action by city council.</p> <p>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><u>PERMIT FOR TEMPORARY USE OF STREETS DURING CONSTRUCTION (COPY)</u></p> <p>Dates: 1946-            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Numerical by permit number            Location: Basement of city Hall</p> <p>The original is retained by Public Works.</p> <p>Recommendation: Retain until permit expires, then dispose of.</p>
700.11	<p><u>SOLICITOR'S PERMITS</u></p> <p>Dates: 1981-            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological            Location: Basement of City Hall</p> <p>Recommendation: Retain for three years following expiration, then dispose of.</p>
700.12	<p><u>SPECIAL EVENTS PERMIT REQUESTS (PARADES, MARATHONS, ETC.)</u></p> <p>Dates: 1973-            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological            Location: Fifth Floor, Basement of City Hall</p> <p>Recommendation: Retain for five years following expiration of permit, then dispose of.</p>

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700.13

UTILITY CONSTRUCTION PERMITS

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

WATER POLLUTION CONTROL PERMITS (EPA)

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
800.01	<p align="center"><b><u>REAL ESTATE/PROPERTY RECORDS &amp; ANNEKATION RECORDS</u></b></p> <p><b><u>ANNEXATION FILES (ORIGINALS AND DUPLICATES)</u></b></p> <p>Dates: 1936-            Volume: 8½ Cubic Feet            Annual Accumulation: ½ Cubic Foot            Arrangement: Alphabetical by address            Location: Basement, 4th &amp; 5th Floor (City Hall)</p> <p>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>Recommendation: Retain permanently.</p>
800.02	<p><b><u>ANNEXATION VACATION OPENINGS (STREET) INDEX CARDS</u></b></p> <p>Dates: 1939-            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Alphabetical by location            Location: Basement (City Hall)</p> <p>Recommendation: Retain permanently.</p>
800.03	<p><b><u>APPRAISALS, OPINION OF VALUE</u></b></p> <p>Dates: 1924-            Volume: ½ Cubic Foot            Annual Accumulation: Negligible            Arrangement: Alphabetical by property            Location: 5th Floor, Basement (City Hall)</p> <p>This record series consists of Appraisals of city property.</p> <p>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: ½ 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 &amp; 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><u>SALE OF CITY PROPERTY FILES (ORIGINALS &amp; DUPLICATES)</u></p> <p>Dates: 1976-            Volume: 1 Cubic Foot            Annual Accumulation: 3/4 Cubic Feet            Arrangement: Alphabetical by address            Location: 4th &amp; 5th Floor (City Hall)</p> <p>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>Recommendation: Retain permanently.</p>
800.12	<p><u>URBAN RENEWAL PROPERTY RECORDS</u></p> <p>Dates: 1970-            Volume: 1½ Cubic Feet            Annual Accumulation: Negligible            Arrangement: Numerical by parcel number            Location: 4th Floor (City Hall)</p> <p>This record series includes original deeds, title policies, releases, assignment contracts, bills of sale, and appraisals.</p> <p>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p><u>LEGAL DEPARTMENT</u></p> <p><u>TAX RECORDS</u></p>
900.01	<p><u>AGREEMENT TO PAY SEWER ASSESSMENT</u></p> <p>Dates: 1930- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement of City Hall</p> <p>Recommendation: Retain for ten years following expiration of agreement, then dispose of.</p>
900.02	<p><u>ASSESSMENT COMPLAINTS (REAL ESTATE) (CITY COPY OF RECORD)</u></p> <p>Dates: 1969- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: 4th &amp; 5th Floor (City Hall)</p> <p>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.</p> <p>Recommendation: Retain for two years after settlement of case, then dispose of.</p>
900.03	<p><u>FIRE DEPARTMENT TAX STATEMENTS (ALSO CALLED INSURANCE TAX STATEMENTS AND REPORT OF FIRE INSURANCE PREMIUMS RECEIVED)</u></p> <p>Dates: 1933- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Basement of City Hall</p> <p>Recommendation: Retain for seven 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
900.04	<p><u>FIRE INSURANCE TAX LEDGERS</u></p> <p>Dates: 1914-1941  Volume: Negligible  Annual Accumulation: Obsolete  Arrangement: Chronological  Location: Basement of City Hall</p> <p>Recommendation: Accumulation may be disposed of.</p>
900.05	<p><u>MEMORANDUM OF TAX PAYMENTS</u></p> <p>Dates: 1899-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: Basement of City Hall</p> <p>Recommendation: Retain for seven years, then dispose of.</p>
900.06	<p><u>MOTOR FUEL TAX ALLOTMENT NOTICES (RECEIVED FROM I.D.O.T.--ORIGINAL)</u></p> <p>Dates: 1985-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: Fifth Floor of City Hall</p> <p>Recommendation: Retain for three years, then dispose of.  (Retained in prior years by Public Works, see Item</p>
900.07	<p><u>SPECIAL ASSESSMENTS LEDGERS (ORIGINALS--ASSESSMENT ROLLS)</u></p> <p>Dates: 1884-  Volume: 32 Cubic Feet  Annual Accumulation: Negligible  Arrangement: Chronological  Location: Basement of City Hall</p> <p>Recommendation: Retain for seven years following expiration of assessment, then dispose of.</p>

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

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
900.08	<p><u>SPECIAL ASSESSMENT RECORDS (TAX NOTICES, RECEIPTS, ETC.)</u></p> <p>Dates: 1920-  Volume: 1 Cubic Foot  Annual Accumulation: Negligible  Arrangement: Chronological  Location: Basement of City Hall</p> <p>Recommendation: Retain for seven years following expiration of assessment, then dispose of.</p>
900.09	<p><u>STATEMENTS OF TAX COLLECTED</u></p> <p>Dates: 1900-  Volume: ½ Cubic Foot  Annual Accumulation: Negligible  Arrangement: Chronological  Location: Basement of City Hall</p> <p>Recommendation: Retain for seven years, then dispose of.</p>
900.10	<p><u>TAX ANTICIPATION WARRANTS</u></p> <p>Dates: 1948-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Numerical by warrant number  Location: Basement of City Hall</p> <p>Recommendation: Retain for seven years after payment, then dispose of.</p>
900.11	<p><u>TAX FORECLOSURE SALE RECORD (LEDGERS)</u></p> <p>Dates: 1947-  Volume: ½ Cubic Foot  Annual Accumulation: Negligible  Arrangement: Chronological  Location: Basement of City Hall</p> <p>Recommendation: Retain permanently.</p>

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

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
900.12	<p><u>REAL ESTATE TAX EXEMPTION FORMS (FROM ILLINOIS DEPARTMENT OF REVENUE) (ORIGINALS)</u></p> <p>Dates: 1944- Volume: 3 Cubic Feet Annual Accumulation: Negligible Arrangement: Numerical by parcel number Location: Basement, 4th &amp; 5th Floor (City Hall)</p> <p>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>Recommendation: Retain for one year after expiration or supersedence, then dispose of.</p>
900.13	<p><u>TAX INCREMENT FINANCING (TIF) FILES (ORIGINALS)</u></p> <p>Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by district Location: 4th &amp; 5th Floor (City Hall)</p> <p>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>Recommendation: Retain for seven 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
900.14	<p><u>TAX RATE AND LEVY DATA FILES (DUPLICATES)</u></p> <p>Dates: 1981-            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological</p> <p>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>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

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

COUNTY WINNEBAGO	CITY ROCKFORD
AGENCY City of Rockford - Mayor's Office	
ADDRESS 425 East State Street	
PHONE _____ / _____ / _____	

LOCAL RECORDS COMMISSION APPROVAL
<i>Robert E. Austbury</i>
CHAIRMAN
<i>John Dohy</i>
DIRECTOR, STATE ARCHIVES
MAY 1, 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]*      *29 May 90*  
Signature of Agency Head      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 RECORDS**

APPLICATION NO. 90:109  
Page 2 of 3 Pages.

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
1.	<p align="center"><u>CITY OF ROCKFORD</u> <u>OFFICE OF THE MAYOR</u></p> <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/ mailing 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**

APPLICATION NO. 90:109

(CONTINUATION SHEET)

Page 3 of 3 Pages.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
4.	<p><u>PERSONNEL FILES (duplicates)</u></p> <p>Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name</p> <p>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>Recommendation: Retain for five years after termination of employment, then dispose of.</p>
5.	<p><u>UNSOLICITED RESUMES (originals)</u></p> <p>Dates: 1981 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>Recommendation: Retain for one year, then dispose of.</p>
6.	<p><u>VOUCHERS (duplicates)</u></p> <p>Dates: 1981 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of duplicate travel and weekly expense vouchers.</p> <p>Recommendation: Retain for one year, then dispose of.</p>

**RITY TO  
ORDS**

90:71  
Original to  
Tenef Dalkm - Chiefs  
Office  
Copy went to  
Shirley Mitchell  
Returns a FIVE

LOCAL RECORDS COMMISSION APPROVAL

*Robert E. Ansbury*  
CHAIRMAN

*John Doherty*  
DIRECTOR, STATE ARCHIVES

APR 08, 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.

*William T. Fitzpatrick*  
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.

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Winnebago County  
Rockford Police Department  
Application #90:71

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APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.01	<p style="text-align: center;"><u>ADMINISTRATIVE SERVICES BUREAU</u></p> <p style="text-align: center;"><u>ADMINISTRATION</u></p> <p style="text-align: center;"><u>Administrative and Miscellaneous Records</u></p> <p><u>APPLICATION(S) FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND DISPOSAL CERTIFICATES (ORIGINALS)</u></p> <p>Dates: 1986 -            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
100.02	<p><u>ADMINISTRATIVE AND MISCELLANEOUS CORRESPONDENCE (AGENCY RECORD COPIES)</u></p> <p>Dates: 1975 -            Volume: 8 cu. ft.            Annual Accumulation: 2 cu. ft.            Arrangement: Alphabetical by subject</p> <p>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>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>BIDS, SPECIFICATIONS, AND PROPOSALS (duplicates)</u></p> <p>Dates: 1978 -            Volume: 1 cu. ft.            Annual Accumulation: Negligible            Arrangement: Alphabetical by subject</p> <p>The originals are retained by the City's Purchasing Department.</p> <p>Recommendation: Retain until all administrative and fiscal value has expired, then dispose of.</p>
100.04	<p><u>EQUIPMENT FILES (AGENCY RECORD COPIES)</u></p> <p>Dates: 1970 -            Volume: 2 cu. ft.            Annual Accumulation: Negligible            Arrangement: Alphabetical by subject</p> <p>These files include service orders, warranties, copies of purchase orders, etc. for all equipment maintained by the Police Department.</p> <p>Recommendation: Dispose of when the equipment is sold, traded, or junked.</p>
100.05	<p><u>EQUIPMENT ISSUE RECORDS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1977 -            Volume: 1 1/2 cu. ft.            Annual Accumulation: Negligible            Arrangement: Chronological</p> <p>This record series serves as an inventory of equipment that is issued to each officer.</p> <p>Recommendation: Retain for one year following the return of the equipment, then dispose of.</p>

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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>

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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><del>Recommendation: Retain for ten years, then dispose of.</del> 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	<p><u>KEY ASSIGNMENTS (ORIGINALS)</u></p> <p>Dates: 1984 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Alphabetical by subject</p> <p>This record series consists of a list of persons assigned keys and the key numbers.</p> <p>Recommendation: Retain for two years following update of list, then dispose of.</p>
100.13	<p><u>PROPERTY CONTROL INVENTORY (ON PERSONAL COMPUTER) (ORIGINALS)</u></p> <p>Dates: 1987 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Numerical</p> <p>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.</p> <p>Recommendation: Retain data for three years, then dispose of.</p>
100.14	<p><u>PROPERTY CONTROL INVENTORIES OF EQUIPMENT AND SUPPLIES</u></p> <p>Dates: 1983 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>A computerized property inventory is also retained by the agency (see Item 100.12).</p> <p>Recommendation: Retain for two years after superseded by a new inventory, then dispose of.</p>

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LR-1.1A

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
00.15	<p><u>RULES AND REGULATIONS OF THE POLICE DEPARTMENT</u></p> <p>Dates: 1975 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject</p> <p>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.</p> <p>Recommendation: Retain one copy permanently.</p>
00.16	<p><u>STUDIES AND SURVEYS BY LOCAL GOVERNMENT AGENCIES, STATE AGENCIES, FEDERAL AGENCIES, AND PRIVATE CONSULTANTS</u></p> <p>Dates: 1968 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>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.</p> <p>Recommendation: Retain one copy permanently of original reports. Retain other copies until all administrative use is complete, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.17	<p><u>TELEPHONE MESSAGES</u></p> <p>Dates: 1975 -  Volume: 1 cu. ft.  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>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>Recommendation: Retain for two years, then dispose of.</p>
100.18	<p><u>VEHICLE FILES (AGENCY RECORD COPIES)</u></p> <p>Dates: 1985 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Numerical by vehicle number</p> <p>These files contain titles and vehicle registration cards for department owned motor vehicles, and vehicle purchase information.</p> <p>Recommendation: Retain until the vehicle is sold, traded, or junked, then dispose of.</p>
100.19	<p><u>VEHICLE REPAIR ORDERS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1978 -  Volume: 10 cu. ft.  Annual Accumulation: 1 cu. ft.  Arrangement: Chronological</p> <p>The originals are retained by the city Public Works Department.</p> <p>Recommendation: Retain for one year, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p><u>ADMINISTRATIVE SERVICES BUREAU</u></p> <p><u>ADMINISTRATION</u> <u>Fiscal Records</u></p>
101.01	<p><u>BUDGET RECORDS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1970 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series contains budget reports, departmental budget requests, and support documentation. The original records are submitted to the City Council.</p> <p>Recommendation: Retain for seven years, then dispose of.</p>
101.02	<p><u>CASH RECEIPTS, PURCHASE ORDERS AND REQUISITIONS (COPIES), PAID BILLS (COPIES)</u></p> <p>Dates: 1974 - Volume: 16 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Numerical by purchase order number</p> <p>Recommendation: Retain for two years, then dispose of.</p>
101.03	<p><u>CONTINGENCY FUND (PETTY CASH) RECORDS - WEEKLY REPORTS</u></p> <p>Dates: 1984 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>The original contingency fund/petty cash receipts and a copy of the weekly reports are sent to the city Finance Department.</p> <p>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="267 420 1461 493"><u>GRANT APPLICATIONS AND SUPPORTING DOCUMENTATION (I.L.E.C., etc.) (ORIGINALS AND DUPLICATES)</u></p> <p data-bbox="267 514 1136 651">           Dates: 1971 -            Volume: 1 cu. ft.            Annual Accumulation: Negligible            Arrangement: Alphabetical by grant         </p> <p data-bbox="267 682 1461 913">           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="267 934 1461 1071">           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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ADMINISTRATIVE SERVICES BUREAU

ADMINISTRATION

Payroll and Personnel Records

102.01

ABSENTEE NOTICES (AGENCY RECORD COPIES)

Dates: 1982 -  
Volume: 2 cu. ft.  
Annual Accumulation: 1/2 cu. ft.  
Arrangement: Chronological

The originals are retained by the city Personnel Department.

Recommendation: Retain for two years, then dispose of.

102.02

INDIVIDUAL SALARY RECORDS (PAYROLL BOOKS) (AGENCY RECORD COPIES)

Dates: 1940 -  
Volume: 10 cu. ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by employee

Recommendation: Retain for 60 years following termination of employment or until 78th birthday (whichever occurs first), then dispose of.

102.03

LAW ENFORCEMENT PERSONNEL ROSTERS (ORIGINALS)

Dates: 1985 -  
Volume: 1/2 cu. ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

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

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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><u>PAYROLL TIME SHEETS (ORIGINALS)</u></p> <p>Dates: 1968 -            Volume: 24 cu. ft.            Annual Accumulation: 1 1/2 cu. ft.            Arrangement: Alphabetical</p> <p>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><u>Application 86:86, Item #78 superseded to relocate on new retention schedule. No change in retention.</u></p> <p>Recommendation: Retain for two years, then dispose of.</p>
102.07	<p><u>PAYROLL TRANSMITTAL UPDATE REPORTS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1982 -            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological</p> <p>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>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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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
102.08	<p><u>PERSONNEL FILES OF NONSWORN PERSONNEL (DUPLICATES)</u></p> <p>Dates: 1970 -  Volume: 6 1/2 cu. ft.  Annual Accumulation: 1/2 cu. ft.  Arrangement: Alphabetical by employee</p> <p>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>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><u>Application 86:86, Item #80 superseded to relocate on new retention schedule.</u></p> <p>Recommendation: Retain for five years after termination of employment, then dispose of.</p>
102.09	<p><u>PERSONNEL FILES OF SWORN PERSONNEL (ORIGINALS)*</u></p> <p>Dates: 1900 -  Volume: 24 1/2 cu. ft.  Annual Accumulation: 1/2 cu. ft.  Arrangement: Alphabetical by employee</p> <p>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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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p align="center"><u>ADMINISTRATIVE SERVICES BUREAU</u></p> <p align="center"><u>ADMINISTRATION</u> <u>Reports</u></p> <p>103.01 <u>EMPLOYEE TOTALS REPORTS (CIVILIAN AND SWORN PERSONNEL)</u></p> <p>Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consist of a monthly payroll report showing the total number of employees employed by the Police Department.</p> <p>Recommendation: Retain for two years, then dispose of.</p>
103.02	<p><u>ANNUAL CRIME INDEX SUMMARIES (AGENCY RECORD COPIES)</u></p> <p>Dates: 1966 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>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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ADMINISTRATIVE SERVICES BUREAU

ADMINISTRATION

Rockford Security Services Records

104.01

ADMINISTRATIVE CORRESPONDENCE - ROCKFORD SECURITY SERVICES

Dates: (1969 - 1985)  
 Volume: 4 cu. ft.  
 Annual Accumulation: Obsolete  
 Arrangement: Alphabetical by subject

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.

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.

Recommendation: Retain until all administrative, legal, fiscal, or historical value has expired, then dispose of.

104.02

CANCELLED CHECKS, BANK STATEMENTS, DEPOSIT SLIPS, PAID BILLS AND INVOICES FOR THE ROCKFORD SECURITY SERVICES

Dates: (1969 - 1985)  
 Volume: 7 cu. ft.  
 Annual Accumulation: Obsolete  
 Arrangement: Chronological

The Rockford Security Services was disbanded in 1985.

Recommendation: Retain for seven years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
104.03	<p><u>GENERAL LEDGERS FOR THE ROCKFORD SECURITY SERVICES</u></p> <p>Dates: (1969 - 1985)  Volume: 1/2 cu. ft.  Annual Accumulation: Obsolete  Arrangement: Chronological</p> <p>Recommendation: Retain for seven years, then dispose of.</p>
104.04	<p><u>INSURANCE POLICIES ISSUED FOR THE ROCKFORD SECURITY SERVICES</u></p> <p>Dates: (1969 - 1985)  Volume: Negligible  Annual Accumulation: Obsolete  Arrangement: Chronological</p> <p>Recommendation: Retain for seven years following expiration or cancellation of the policy, then dispose of.</p>
104.05	<p><u>INSURANCE RECORDS FOR THE ROCKFORD SECURITY SERVICES</u></p> <p>Dates: (1969 - 1985)  Volume: 1/2 cu. ft.  Annual Accumulation: Obsolete  Arrangement: Chronological</p> <p>This record series consists of correspondence with insurance companies, insurance certificates, information regarding policies such as notification of rate increases, etc.</p> <p>Recommendation: Retain for three years following expiration or cancellation of the policy, then dispose of provided no claims are pending.</p>
104.06	<p><u>STATE AND FEDERAL WITHHOLDING TAX RECORDS - ROCKFORD SECURITY SERVICES</u></p> <p>Dates: (1969 - 1985)  Volume: 1/2 cu. ft.  Annual Accumulation: Obsolete  Arrangement: Chronological</p> <p>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</p>

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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
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ADMINISTRATIVE SERVICES BUREAU  
Evidence and Property Division

110.01

ADMINISTRATIVE CORRESPONDENCE AND MEMOS

Dates: 1985 -  
Volume: 1/2 cu. ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

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.

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

110.02

ATTENDANCE RECORDS (DIVISION COPIES)

Dates: 1985 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

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.

Recommendation: Retain for two years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
110.03	<p><u>AUCTION RECORDS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1984 -  Volume: 4 cu. ft.  Annual Accumulation: 1 cu. ft.  Arrangement: Chronological</p> <p>This record series consists of lists of items to be auctioned, price obtained for each item, and auction item slips.</p> <p>Recommendation: Retain for seven years after sale of property, then dispose of.</p>
110.04	<p><u>EMPLOYEE EVALUATIONS (DIVISION COPIES)</u></p> <p>Dates: 1987 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Alphabetical by employee</p> <p>The originals are maintained in the personnel files in the Administrative Services Bureau of the Department.</p> <p>Recommendation: Retain for five years following termination of employment, then dispose of.</p>
110.05	<p><u>EVIDENCE AND PROPERTY FILES (ORIGINALS)</u></p> <p>Dates: 1970 -  Volume: 78 cu. ft.  Annual Accumulation: 3 cu. ft.  Arrangement: Numerical by case number</p> <p>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>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><u>NARCOTICS DESTRUCTION LOG BOOK (ORIGINALS)</u></p> <p>Dates: 1985 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>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>Recommendation: Retain for ten years, then dispose of.</p>
110.10	<p><u>OFFICER/STATE'S ATTORNEY RELEASES AND FOUND PROPERTY FILES</u></p> <p>Dates: 1988 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Alphabetical by owner</p> <p>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>Recommendation: Retain for one year from date of release of property, then dispose of.</p>
110.11	<p><u>PERSONNEL REGISTERS (COMPUTER PRINTOUTS)</u></p> <p>Dates: 1958 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Alphabetical by employee</p> <p>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><u>UNITED PARCEL SERVICE AND PARCEL POST MAILING BOOKS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1984 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>This record series consists of registers from United Parcel Services and the Post Office of packages sent by each service.</p> <p>Recommendation: Retain for two years, then dispose.</p>
110.13	<p><u>VEHICLE SALES RECORDS OF ABANDONDED VEHICLES - OUTSIDE GARAGES FILES (AGENCY RECORD COPIES)</u></p> <p>Dates: 1984 -  Volume: 1 cu. ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical by garage</p> <p>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>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 align="center"><u>ADMINISTRATIVE SERVICES BUREAU</u></p> <p align="center"><u>Internal Affairs Division</u></p> <p>120.01 <u>COMPLAINT REPORTS FROM THE PUBLIC AGAINST OFFICERS (unfounded)</u></p> <p>Dates: 1966 -  Volume: 3 cu. ft.  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>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>Recommendation: Retain for four years after closure of case, then dispose of.</p> <p>120.02 <u>INTERNAL INVESTIGATIONS FILES (COPIES)</u></p> <p>Dates: 1973 -  Volume: 12 cu. ft.  Annual Accumulation: 1 cu. ft.  Arrangement: Alphabetical by officer</p> <p>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>The originals are retained by Administrative Services (see Item 100.06).</p> <p>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	<p><u>INTERNAL INVESTIGATIONS CASE FILE INDEX (INDEX CARDS)</u> <u>(ORIGINALS)</u></p> <p>Dates: 1973 -            Volume: 1/2 cu. ft.            Annual Accumulation: Negligible            Arrangement: Alphabetical by Officer's Name</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
	<p align="center"><u>ADMINISTRATIVE SERVICES BUREAU</u></p> <p align="center"><u>Research and Development Division</u></p>
130.01	<p><u>ADMINISTRATIVE AND MISCELLANEOUS CORRESPONDENCE</u></p> <p>Dates: 1975 -  Volume: 8 cu. ft.  Annual Accumulation: 1 cu. ft.  Arrangement: Alphabetical by subject</p> <p>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>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><u>ANNUAL DEPARTMENTAL REPORTS (ORIGINALS)</u></p> <p>Dates: 1960 -  Volume: 1 1/2 cu. ft.  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>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>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 align="center"><u>ADMINISTRATIVE SERVICES BUREAU</u></p> <p align="center"><u>Training and Personnel Division</u></p> <p><u>ADMINISTRATIVE CORRESPONDENCE AND MEMOS</u></p> <p>Dates: 1979 -  Volume: 3 cu. ft.  Annual Accumulation: 1/2 cu. ft.  Arrangement: Alphabetical by subject</p> <p>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>Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative, legal, fiscal, or historical value.</p>
140.02	<p><u>APPLICATIONS FOR EMPLOYMENT (SOLICITED AND UNSOLICITED) AND SUPPORTING DOCUMENTS SUCH AS RESUMES, LETTERS OF RECOMMENDATIONS, ETC.</u></p> <p>Dates: 1955 -  Volume: 2 cu. ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical by applicant</p> <p>Recommendation: Retain <u>solicited applications and supporting documents</u> for two years from the date of application, then dispose of.  Retain <u>unsolicited applications and supporting documents</u> for one year from the date of application, then dispose of.</p>
140.03	<p><u>ATTENDANCE RECORDS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1977 -  Volume: 1/2 cu. ft.  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>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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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.

140.04

GENERAL ORDERS RECEIVED SHEETS (ORIGINALS)

Dates: 1987 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

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.

Recommendation: Retain for forty-two years, then dispose of.

140.05

MONTHLY ACTIVITY REPORTS (COPIES)

Dates: 1983 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

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).

Recommendation: Retain for 2 years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
140.06	<p><u>OFFICER'S FIREARM RECORDS (ORIGINALS)</u></p> <p>Dates: 1982 -  Volume: 1/4 cu. ft.  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>This record series consists of lists of officers and their scores on the firing range.</p> <p>Recommendation: Retain for five years, then dispose of.</p>
140.07	<p><u>PHOTOS FOR EMPLOYEE PERSONAL IDENTIFICATION BADGES (AGENCY RECORD COPIES)</u></p> <p>Dates: 1970 -  Volume: 4 1/2 cu. ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical by employee</p> <p>Recommendation: Retain for five years following termination of employment, then dispose of.</p>
140.08	<p><u>PERSONNEL INFORMATION (computer printouts)</u></p> <p>Dates: 1983 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>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>Recommendation: Retain for two year, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
140.09	<p><u>POLICE QUALIFYING TEST RECORDS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1955 -  Volume: 2 cu. ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical by officer</p> <p>This record series consists of the results of qualification tests for employment and for promotions.</p> <p>Recommendation: Retain for five years, then dispose of.</p>
140.10	<p><u>POLICE TRAINING FILES (AGENCY RECORD COPIES)</u></p> <p>Dates: 1955 -  Volume: 36 cu. ft.  Annual Accumulation: 1 cu. ft.  Arrangement: Alphabetical by officer</p> <p>Included in this record series are sign-up sheets for training courses, class attendance records, course grade sheets, and training certificates.</p> <p>Recommendation: Retain permanently.</p>
140.11	<p><u>PURCHASE ORDERS AND REQUISITIONS (DEPARTMENT COPY)</u></p> <p>Dates: 1979 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>The originals are retained by the city's Finance Department.</p> <p>Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
140.12	<p><u>WORK ASSIGNMENTS</u></p> <p>Dates: 1983 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>This record series consists of daily and monthly lists of work assignments showing what detail each officer is assigned to each day.</p> <p>Recommendation: Retain for two years, then dispose of.</p>
140.13	<p><u>WORKMEN'S COMPENSATION FILES (AGENCY RECORD COPIES)</u></p> <p>Dates: 1975 -  Volume: 4 cu. ft.  Annual Accumulation: 1 cu. ft.  Arrangement: Alphabetical by individual</p> <p>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>Recommendation: Retain for seven years following settlement of claim, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p style="text-align: center;"><u>UNIFORMED SERVICES BUREAU</u></p> <p style="text-align: center;"><u>Patrol Division</u></p>
200.01	<p><u>ADMINISTRATIVE CORRESPONDENCE AND MEMOS</u></p> <p>Dates: 1982 - Volume: 1 cu. ft. Annual Accumulation: 1/4 cu. ft. Arrangement: Alphabetical</p> <p>This record series consists of the Patrol Division's copies of interdepartmental memos, general orders, and correspondence.</p> <p>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><u>ATTENDANCE RECORDS (DIVISION COPIES)</u></p> <p>Dates: 1982 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by employee</p> <p>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>Recommendation: Retain for two years, then dispose of.</p>
200.03	<p><u>MONTHLY ACTIVITY SUMMARY REPORTS (DIVISION COPIES)</u></p> <p>Dates: 1986 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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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200.07	<p>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> <p><u>"SQUEAL" SHEETS</u></p> <p>Dates: 1979 -  Volume: 1/2 cu. ft.  Annual Accumulation: Negligible  Arrangement: Arrangement</p> <p>The "Squeal" sheets show what transpired during the previous sixteen hours and other pertinent information to be passed onto to the on-coming shift. The originals are retained by Evidence and Property.</p> <p>Recommendation: Retain until all administrative value has expired, then dispose of.</p>
200.08	<p><u>TIME ACCRUED RECORDS (DIVISION COPIES)</u></p> <p>Dates: 1960 (circa) -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Alphabetical by officer</p> <p>This record series consists of the Patrol Division's copies of requests for time coming, time coming earned slips, and overtime cards. The originals are retained in the Administrative Services Bureau of the Police Department and are used for payroll purposes (see Item 102.11). The Patrol Division's copies are used to keep track of an officer's time accrued and used.</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
	<p><u>UNIFORMED SERVICES BUREAU</u></p> <p><u>Traffic Division</u></p>
210.01	<p><u>ABANDONED VEHICLES LEDGER BOOKS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1982 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Records of abandoned vehicles picked up are retained in these ledger books.</p> <p>Recommendation: Retain for one year after the disposal, release, or sale of all vehicles listed, then dispose of.</p>
210.02	<p><u>ABANDONED VEHICLES FILES (AGENCY RECORD COPIES)</u></p> <p>Dates: 1985 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>Recommendation: Retain for one year after the disposal, release, or sale of the vehicle, then dispose of.</p>
210.03	<p><u>ADMINISTRATIVE CORRESPONDENCE AND MEMOS</u></p> <p>Dates: 1980 - Volume: 2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Alphabetical by subject</p> <p>This record series includes the Traffic Division's copies of inter office memos, general orders and correspondence.</p> <p>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><u>ANNUAL ACTIVITY SUMMARY REPORTS (DIVISION COPIES)</u></p> <p>Dates: 1987 -            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological</p> <p>This record series consists of the division's annual statistical report summarizing activities in the Traffic Division.</p> <p>Recommendation: Retain for seven years, then dispose of.</p>
210.05	<p><u>ATTENDANCE RECORDS (DIVISION COPIES)</u></p> <p>Dates: 1986 -            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological</p> <p>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>Recommendation: Retain for two years, then dispose of.</p>
210.06	<p><u>BREATHALYZER LOGS (ORIGINALS)</u></p> <p>Dates: 1984 -            Volume: 1/2 cu. ft.            Annual Accumulation: Negligible            Arrangement: Chronological</p> <p>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>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><u>"D.U.I." (DRIVING UNDER THE INFLUENCE) LEDGER BOOKS</u></p> <p>Dates: 1983 - 1984  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>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>Recommendation: Retain for seven years, then dispose of.</p>
210.11	<p><u>HIT AND RUN TRAFFIC ACCIDENT REPORTS. (COPIES)</u></p> <p>Dates: 1984 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>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>Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative value.</p>
210.12	<p><u>MONTHLY ACTIVITY SUMMARY REPORTS (DIVISION COPIES))</u></p> <p>Dates: 1987 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>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>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><u>TRANSMITTAL SHEETS FROM CIRCUIT COURT</u></p> <p>Dates: 1988 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of a list of traffic court cases and fines paid.</p> <p>Recommendation: Retain for three years, then disposed of.</p>
210.23	<p><u>TRAFFIC SAFETY COMMITTEE FILES</u></p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>Recommendation: Retain <u>minutes</u> permanently. Retain copies of traffic accident reports until administrative use is complete, then dispose of.</p>
210.24	<p><u>TRAFFIC TICKET LOGS</u></p> <p>Dates: 1982 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical</p> <p>This is a convenience record made available for public access.</p> <p>Recommendation: Retain for seven years after last entry, then dispose of.</p>

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

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.01	<p align="center"><u>INVESTIGATIVE SERVICES BUREAU</u></p> <p align="center"><u>Detective Division</u></p> <p><u>ADMINISTRATIVE CORRESPONDENCE AND MEMOS</u></p> <p>Dates: 1974 - Volume: 4 cu. ft. Annual Accumulation: 1/4 cu. ft. Arrangement: Alphabetical by subject</p> <p>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>Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative, legal, fiscal, or historical value.</p>
300.02	<p><u>ANNUAL STATISTICAL REPORTS (COPIES)</u></p> <p>Dates: 1976 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject</p> <p>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>Recommendation: Retain for seven years, then dispose of.</p>
300.03	<p><u>CASE ASSIGNMENTS BOOKS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1985 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p>the detective assigned to each case. These are used for reference.</p> <p>Recommendation: Retain for two years, then dispose of.</p>
300.04	<p><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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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.13	<p>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>Recommendation: Retain for five years following termination of employment, then dispose of.</p> <p><u>SICK LEAVE REPORTS (COPIES)</u></p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>The originals are filed with administration (attendance records).</p> <p>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>Recommendation: Retain for two years, then dispose of.</p>
300.14	<p><u>TAVERN CLUB CHECKS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1965 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by tavern</p> <p>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>Recommendation: Retain for three years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.15	<p><u>TELEPHONE MESSAGES (ORIGINALS)</u></p> <p>Dates: 1975 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>These are general telephone messages received for employees in the Detective Division (including messages from relatives, reminders of appointments, etc.).</p> <p>Recommendation: Retain for two years, then dispose of.</p>
300.16	<p><u>VEHICLE FILES (DUPLICATES)</u></p> <p>Dates: 1983 -  Volume: 1/4 cu. ft.  Annual Accumulation: Negligible  Arrangement: Numerical by vehicle number</p> <p>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>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
310.01	<p align="center"><u>INVESTIGATIVE SERVICES BUREAU</u></p> <p align="center"><u>Community Services Unit</u></p> <p><u>ANNUAL STATISTICAL REPORTS (DIVISION COPIES)</u></p> <p>Dates: 1980 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>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>Recommendation: Retain for seven years, then dispose of.</p>
310.02	<p><u>MONTHLY STATISTICAL REPORTS</u></p> <p>Dates: 1980 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>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>Recommendation: Retain for two years, then dispose of.</p>
310.03	<p><u>PERSONNEL FILES (COPIES)</u></p> <p>Dates: 1980 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Alphabetical by employee</p> <p>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>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>Recommendation: Retain for five years following termination of employment, then dispose of.</p> <p><u>RIDE-A-LONG WAIVER SHEETS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1976 -  Volume: 2 cu. ft.  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>This is a waiver of responsibility that is signed by persons riding in police cars.</p> <p>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
320.04	<p><u>MUG SHOT INDEX CARDS (ORIGINALS)</u></p> <p>Dates: 1960 -  Volume: 16 cu. ft.  Annual Accumulation: 1/2 cu. ft.  Arrangement: Alphabetical by individual</p> <p>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>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><u>MUG SHOT NEGATIVES (ORIGINALS)</u></p> <p>Dates: 1972 -  Volume: 5 cu. ft.  Annual Accumulation: 1/2 cu. ft.  Arrangement: Numerical by arrest number</p> <p>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><u>PHOTOGRAPHIC EVIDENCE FILES (ORIGINAL CASE FILE PHOTOS)</u></p> <p>Dates: 1984 -  Volume: 63 cu. ft.  Annual Accumulation: 14 cu. ft.  Arrangement: Numerical by case number</p> <p>These are photographs that relate to a specific case.</p> <p>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 1430 688">This record series consists of log books of photographs taken and used for film inventory control.</p> <p data-bbox="233 724 1317 751">Recommendation: Retain for seven years, then dispose of.</p>

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## DESCRIPTION OF ITEMS OR RECORD SERIES

INVESTIGATIVE SERVICES BUREAUMetro Narcotics Unit

330.01

INTELLIGENCE CASE FILES AND RELATED INDEX (DUPLICATES)

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
340.01	<p align="center"><u>INVESTIGATIVE SERVICES BUREAU</u></p> <p align="center"><u>Victim/Witness Unit</u></p> <p><u>ADMINISTRATIVE AND MISCELLANEOUS CORRESPONDENCE AND MEMOS</u></p> <p>Dates: 1977 -  Volume: 1 cu. ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical by subject</p> <p>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>Recommendation: Retain for one, then dispose of records no longer possessing any further administrative, legal, fiscal, or historical value.</p>
340.02	<p><u>ANNUAL STATISTICAL REPORTS (VICTIM/WITNESS PROGRAM)</u></p> <p>Dates: 1977 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>This report is a division copy. The originals are retained by Research and Development (see item 103.02).</p> <p>Recommendation: Retain for seven years, then dispose of.</p>
340.03	<p><u>MONTHLY STATISTICAL REPORTS (VICTIM/WITNESS PROGRAM)</u></p> <p>Dates: 1977 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>This report is a division copy of the monthly program statistical reports shwoing the number of clients assisted,</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
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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340.07	<p>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 <u>1987, Illinois Revised Statutes</u>, 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.</p> <p>Recommendation: Retain for three years following duration of the order (if extended three years from the last expiration date), then dispose of.</p> <p><u>PERSONNEL FILES (DIVISION COPIES)</u></p> <p>Dates: 1977 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Alphabetical by employee</p> <p>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).</p> <p>Recommendation: Retain for five years following termination of employment, then dispose of.</p>

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NO.

DESCRIPTION OF ITEMS OR RECORD SERIES

INVESTIGATIVE SERVICES BUREAUYouth Division

350.01

ADMINISTRATIVE CORRESPONDENCE AND MEMOS

Dates: 1975 -  
Volume: 2 cu. ft.  
Annual Accumulation: 1/4 cu. ft.  
Arrangement: Alphabetical by subject

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.

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

350.02

JUVENILE ARREST DATABASE FILES (ORIGINALS)

Dates: 1968 -  
Volume: N/A  
Annual Accumulation: N/A  
Arrangement: Alphabetical by name of the juvenile,  
Numerical by case number

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.

Recommendation: Retain data for one year after subject reaches legal age (17), then delete data from the data base.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
350.03	<p><u>JUVENILE CASE FILE INDEX CARDS (ORIGINALS)</u></p> <p>Dates: 1968 -  Volume: 5 cu. ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical by juvenile</p> <p>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>Recommendation: Retain for one year after subject reaches legal age (17), then dispose of.</p>
350.04	<p><u>MISSING CHILDREN FILES DATABASE FILES (ORIGINALS)</u></p> <p>Dates: 1985 -  Volume: N/A  Annual Accumulation: N/A  Arrangement: Alphabetical by child</p> <p>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>Recommendation: Retain for one year after cancellation of report, then dispose of.</p>
350.05	<p><u>MUG SHOTS OF JUVENILE SUBJECTS (COPIES)</u></p> <p>Dates: 1975 -  Volume: 1 1/2 cu. ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical by juvenile</p> <p>The original record is filed in the Identification Unit. These are copies for reference use by the Youth Division.</p> <p>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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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
350.06	<p><u>OFFICERS REPORTS (COPIES)</u></p> <p>Dates: 1966 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject</p> <p>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).</p> <p>Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative, legal, or historical value.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p><u>COMMUNICATIONS/RECORDS BUREAU</u></p> <p><u>Communications Division</u></p>
400.01	<p><u>BURGLAR ALARM APPLICATIONS (ORIGINALS)</u></p> <p>Dates: 1960 -  Volume: 1/2 cu. ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical by applicant</p> <p>Recommendation: Retain for one year following expiration of the application, then dispose of.</p>
400.02	<p><u>L.E.A.D.S. ENTRY CARDS (ORIGINALS)</u></p> <p>Dates: 1982 -  Volume: 3 cu. ft.  Annual Accumulation: 1/2 cu. ft.  Arrangement: Chronological</p> <p>These cards are used for entering information into L.E.A.D.S.</p> <p>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><u>L.E.A.D.S./N.C.I.C. RECORDS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1984 -  Volume: 4 cu. ft.  Annual Accumulation: 1 cu. ft.  Arrangement: Chronological</p> <p>This record series consists of the following:</p> <p>A. <u>CANCELLED L.E.A.D.S./N.C.I.C. COMPUTERIZED "HOT FILES" (ORIGINALS)</u></p> <p>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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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<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 border="0"> <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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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<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	<p><u>RADIO FREQUENCY CHECK (AGENCY RECORD COPIES)</u></p> <p>Dates: 1975 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This form is used to record frequency checks of police radios to ensure radios are operating at the proper frequencies.</p> <p>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.</p>
400.05	<p><u>RADIO TRANSMISSION TAPES (ORIGINALS)</u></p> <p>Dates: 1988 - Volume: N/A Annual Accumulation: N/A Arrangement: Chronological</p> <p>Recommendation: Retain for at lease thirty days, then dispose of providing summaries are recorded in a radio transmission log.</p>
400.06	<p><u>TELETYPE LOGS (L.E.A.D.S.) (AGENCY RECORD COPIES)</u></p> <p>Dates: 1984 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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.</p> <p>Recommendation: Retain for three years, then dispose of.</p>

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

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p align="center"><u>COMMUNICATIONS/RECORDS BUREAU</u></p> <p 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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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<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>
410.04	<p><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"> <li>a) involuntary manslaughter</li> <li>b) reckless homicide</li> <li>c) treason</li> <li>d) arson</li> <li>e) forgery</li> </ul>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<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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	<p>relevant notes. Also called daily complaints (from previous application).</p> <p>Recommendation: Retain for two years, then dispose of.</p>
410.11	<p><u>FIREARM TRANSACTION RECORD (AGENCY RECORD COPIES)</u></p> <p>Dates: 1987 -  Volume: 1/2 cu. ft.  Annual Accumulation: 1/4 cu. ft.  Arrangement: Chronological</p> <p>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 transferred to the gun index cards.</p> <p>Recommendation: Retain for one year after information is transferred to gun index cards, then dispose of.</p>
410.12	<p><u>GUN INDEX CARDS (ORIGINALS)</u></p> <p>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>These index cards list information from copies of firearm transaction record sheets provided by local weapons vendors. (See also item 110.07)</p> <p>Recommendation: Retain permanently.</p>

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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><u>ILLINOIS UNIFORM CRIME REPORT MANAGEMENT INFORMATION SYSTEM (QUARTERLY, MONTHLY, AND SEMIANNUAL REPORTS) (AGENCY RECORD COPIES)</u></p> <p>Dates: 1972 -  Volume: 20 cu. ft.  Annual Accumulation: 6 cu. ft.  Arrangement: Chronological</p> <p>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" (1987, Illinois Revised Statutes, Ch. 38, par. 206-8).</p> <p>Recommendation: Retain for one year, then dispose of providing the information is verified with the annual reports.</p>
410.17	<p><u>ILLINOIS UNIFORM TRAFFIC TICKETS (AGENCY RECORD COPIES AND DISPOSITION COPIES)</u></p> <p>Dates: 1986 -  Volume: 8 cu. ft.  Annual Accumulation: 3 cu. ft.  Arrangement: Chronological</p> <p>Recommendation: Retain for two years, then dispose of.</p>
410.18	<p><u>INSURANCE COMPANY REQUESTS FOR POLICE REPORTS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1987 -  Volume: 5 1/2 cu. ft.  Annual Accumulation: 3 cu. ft.  Arrangement: Chronological</p> <p>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>Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
410.19	<p><u>LIQUOR LICENSE APPLICANTS (COUNTY)*</u></p> <p>Dates: 1984 - 1988  Volume: 1/4 cu. ft.  Annual Accumulation: Obsolete  Arrangement: Chronological</p> <p>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>Recommendation: Accumulation may be disposed of.</p>
410.20	<p><u>LOG SHEETS FOR OUTGOING REPORTS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1984 -  Volume: 1 cu. ft.  Annual Accumulation: 1/4 cu. ft.  Arrangement: Chronological</p> <p>These logs are to be signed by anyone requesting a copy of a report.</p> <p>Recommendation: Retain for two years, then dispose of.</p>
410.21	<p><u>PARKING TICKET ARREST LOGS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1974 -  Volume: 3 1/2 cu. ft.  Annual Accumulation: 1/4 cu. ft.  Arrangement: Chronological</p> <p>This record consists of a computer printout log of all parking tickets issued by the department.</p> <p>Recommendation: Retain for three years, then dispose of.</p>

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410.22	<p><u>"PEOPLE FILE" (AGENCY RECORD COPIES)</u></p> <p>Dates: 1972 -  Volume: 16 cu. ft.  Annual Accumulation: 4 cu. ft.  Arrangement: Chronological, Alphabetical by name of individual</p> <p>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>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><u>RADIO DISPATCH LOGS (AGENCY REOCDR COPIES)</u></p> <p>Dates: 1986 -  Volume: 38 cu. ft.  Annual Accumulation: 13 cu. ft.  Arrangement: Chronological</p> <p>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>Recommendation: Retain for two years, then dispose of.</p>
410.24	<p><u>RECAP LOGS (COMPUTER PRINTOUTS) (AGENCY RECORD COPIES)</u></p> <p>Dates: 1983 -  Volume: 8 cu. ft.  Annual Accumulation: 1 1/2 cu. ft.  Arrangement: Chronological</p> <p>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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410.28	<p><u>TELETYPE MESSAGE (L.E.A.D.S.) (AGENCY RECORD COPIES)</u></p> <p>Dates: 1986 -  Volume: 5 cu. ft.  Annual Accumulation: 2 cu. ft.  Arrangement: Chronological</p> <p>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>Recommendation: Retain for one year after message is fulfilled, then dispose of.</p>
410.29	<p><u>TRAFFIC ACCIDENT LISTS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1973 -  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological then Alphabetical by name of the driver</p> <p>This record consists of computer printouts listing all motor vehicle traffic accidents by driver within any calendar year.</p> <p>Recommendation: Retain for seven years, then dispose of.</p>
410.30	<p><u>VEHICLE REPAIR ORDERS (AGENCY RECORD COPIES)</u></p> <p>Dates: 1985 -  Volume: 6 cu. ft.  Annual Accumulation: 2 cu. ft.  Arrangement: Chronological</p> <p>These are original records; duplicates are maintained by city garage (Public Works Department)</p> <p>Recommendation: Retain for sixty days following completion of work, then dispose of.</p>

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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	<u>COST SHARING RECORDS - GOVERNING BOARD (AGENCY RECORD COPIES)</u>
	Dates: (1977-1985) Volume: 4 cu. ft. Annual Accumulation: Obsolete Arrangement: Chronological
	<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	<u>PURCHASE ORDERS, REQUISITIONS, AND COPIES OF PAID BILLS - GOVERNING BOARD (AGENCY RECORD COPIES)</u>
	Dates: (1977-1985) Volume: 4 cu. ft. Annual Accumulation: Obsolete Arrangement: Chronological
	<p>Recommendation: Accumulation may be disposed of.</p>
411.05	<u>STUDIES BY PRIVATE CONSULTANTS, LOCAL GOVERNMENT AGENCIES, STATE AGENCIES, AND FEDERAL AGENCIES PREPARED FOR THE GOVERNING BOARD (AGENCY RECORD COPIES)</u>
	Dates: (1976-1985) Volume: 1/2 cu. ft. Annual Accumulation: Obsolete Arrangement: Alphabetical by subject
	<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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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p align="center"><u>COMMUNICATIONS/RECORDS BUREAU</u></p> <p align="center"><u>Report Review Unit</u></p>
420.01	<p><u>ADULT ARREST LOGS</u></p> <p>Dates: 1981 - Volume: 2 cu. ft. Annual Accumulation: 1/4 cu. ft. Arrangement: Chronological</p> <p>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>Recommendation: Retain for seven years, then dispose of.</p>
420.02	<p><u>CASE REPORTS (COPIES)</u></p> <p>Dates: 1983 - Volume: 12 cu. ft. Annual Accumulation: 10 cu. ft. Arrangement: Alphabetical by category</p> <p>These are copies of case reports filed by category; used to provide information to police officers and the news media.</p> <p>Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative, legal, or historical value.</p>
420.03	<p><u>JUVENILE ARREST LOGS</u></p> <p>Dates: 1944 - Volume: 1 cu. ft. Annual Accumulation: 1/8 cu. ft. Arrangement: Chronological</p> <p>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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	<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 violatorş. 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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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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430.01	<p style="text-align: center;"><u>COMMUNICATIONS/RECORDS BUREAU</u></p> <p style="text-align: center;"><u>Crime Analysis Unit</u></p> <p><u>ARREST BOOKING SLIPS (ADULTS) (COPIES)</u></p> <p>Dates: (1979 - 1983)            Volume: 7 cu. ft.            Annual Accumulation: Obsolete            Arrangement: Numerical by arrest number</p> <p>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>Recommendation: Retain for one year, then dispose of provided information is transferred to arrest record.</p>
430.02	<p><u>ARREST BOOKING SLIPS (JUVENILES) (COPIES)</u></p> <p>Dates: (1980 - 1983)            Volume: 1/2 cu. ft.            Annual Accumulation: Obsolete            Arrangement: Alphabetical by juvenile</p> <p>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>Recommendation: Retain for one year after subject reaches legal age, then dispose of.</p>

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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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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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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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430.12	<p><u>PHOTOGRAPHS OF PRISONERS IN D.O.C. WORK RELEASE PROGRAMS (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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430.15	<p><u>SUSPICIOUS VEHICLES RECORDS (INDEX CARDS) (AGENCY RECORD COPIES)</u></p> <p>Dates: (1979 - 1983)            Volume: Negligible            Annual Accumulation: Obsolete            Arrangement: Alphabetical by color of vehicle</p> <p>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>Recommendation: Dispose of accumulation upon receipt of an approved Local Records Disposal Certificate.</p>

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

COUNTY	CITY	
Winnebago	Rockford, IL	61104
AGENCY	City of Rockford-Public Works Department	
ADDRESS	425 E. State Street	
PHONE	<u>815 / 987 / 5570</u>	

LOCAL RECORDS COMMISSION APPROVAL

*Robert E. Austbury*

CHAIRMAN  
*John D. Kelly*

DIRECTOR, STATE ARCHIVES  
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.

*Fremont Piercefield*      6-14-88  
Signature of Agency Head      Date

Fremont Piercefield, Executive Assistant

**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.

\*Sample documents submitted for these items.

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City of Rockford - Public Works Department

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.01	<p style="text-align: center;"><u>PUBLIC WORKS DEPARTMENT</u></p> <p style="text-align: center;"><u>ADMINISTRATIVE SERVICES DIVISION</u></p> <p style="text-align: center;"><u>ADMINISTRATIVE AND MISCELLANEOUS RECORDS</u></p> <p><u>APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND DISPOSAL CERTIFICATES</u></p> <p>Dates: 1988- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain permanently.</p>
100.02	<p><u>ACCIDENT REPORTS (COPIES)</u></p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p>This record series includes information concerning vehicles involving department personnel.</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.03	<p><u>ADMINISTRATIVE FILES</u></p> <p>Dates: 1924- Volume: 45 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Alphabetical by subject Location: City Yards; City Hall (3rd Floor)</p> <p>This record series includes interdepartmental memos and correspondence, copies of reports and other documents, information and research materials, etc.</p> <p>Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative, fiscal, legal, or historical value.</p>
100.04	<p><u>ANNUAL DEPARTMENTAL REPORTS (ORIGINALS)</u></p> <p>Dates: 1929- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards; City Hall (3rd Floor)</p> <p>This record series consists of original Annual Departmental Reports.</p> <p>Recommendation: Retain for seven years, then dispose of.</p>
100.05	<p><u>ANNUAL FINANCIAL REPORTS (ORIGINALS)</u></p> <p>Dates: 1937- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>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>Recommendation: Retain for seven years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.06	<p><u>BOARD OF LOCAL IMPROVEMENT (SPECIAL ASSESSMENT) MINUTES (ORIGINALS)</u></p> <p>Dates: 1955- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>This records series consists of original minutes of Board of Local Improvement (Special Assessment) meetings.</p> <p>Recommendation: Retain permanently.</p>
100.07	<p><u>BOUNDARY AND ANNEXATION SURVEY</u></p> <p>Dates: 1970- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>Recommendation: Retain one copy of each survey permanently.</p>
100.08	<p><u>BUILDING MOVING PERMITS (AGENCY RECORD COPY)</u></p> <p>Dates: 1957-1962 Volume: Negligible Annual Accumulation: None Arrangement: Chronological Location: City Yards</p> <p>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>Recommendation: Retain for five years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.09	<p><u>CITY CENSUS FILES (DUPLICATES)</u></p> <p>Dates: 1978-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>This record series consists of copies of the Certified City Census reports received from the Office of the Secretary of State.</p> <p>Recommendation: Retain permanently.</p>
100.10	<p><u>CLAIMS AGAINST CITY (COPIES)</u></p> <p>Dates: 1985-  Volume: ½ Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>The originals are maintained by the Legal Department.</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>
100.11	<p><u>COMPLAINTS FROM CITIZENS</u></p> <p>Dates: 1961-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>This record series includes letter of complaint and any supporting documentation (photos, copies of reports, etc.).</p> <p>Recommendation: Retain three years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.12	<p><u>C.E.T.A. RECORDS</u></p> <p>Dates: 1976-1980  Volume: Negligible  Annual Accumulation: None  Arrangement: Chronological  Location: City Yards</p> <p>This record series includes grant applications, financial and statistical records, and support documentation for the CETA Program.</p> <p>Recommendation: Accumulation may be disposed of.</p>
100.13	<p><u>CONTRACTS</u></p> <p>Dates: 1966-  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>
100.14	<p><u>DEEDS (COPIES)</u></p> <p>Dates: 1961-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>
100.15	<p><u>DEPARTMENT GOALS AND OBJECTIVES</u></p> <p>Dates: 1983-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.16	<p><u>EQUIPMENT RECORDS</u></p> <p>Dates: 1962-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Alphabetical by equipment  Location: City Hall (3rd Floor)</p> <p>This record series includes operation manuals, service orders, warranties, etc. for equipment maintained by the Public Works Department.</p> <p>Recommendation: Dispose of when equipment is sold, traded or junked.</p>
100.17	<p><u>FEASIBILITY STUDIES (ORIGINALS)</u></p> <p>Dates: 1983-  Volume: 2 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Numerical by project number  Location: City Yards</p> <p>This record series consists of Feasibility Studies for various Public Works construction projects (i.e. sewer, streets).</p> <p>Recommendation: Retain one copy of each study permanently.</p>
100.18	<p><u>FREEDOM OF INFORMATION ACT REQUESTS--ACCEPTED OR DENIED</u></p> <p>Dates: 1984-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>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><u>LAND ACQUISITIONS (FLOOD CONTROL PROJECT)</u></p> <p>Dates: 1978-  Volume: 5½ Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Numerical by parcel number  Location: City Hall (3rd Floor)</p> <p>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>Recommendation: Retain <u>original</u> acquisition documentation permanently. Retain <u>copies</u> until administrative use is complete, then dispose of.</p>
100.24	<p><u>LAWSUITS (COPIES)</u></p> <p>Dates: 1973-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Alphabetical by subject  Location: City Hall (3rd Floor)</p> <p>The originals of this record series are maintained by the Legal Department.</p> <p>Recommendation: Retain until case is settled, then dispose of.</p>
100.25	<p><u>MINUTES (COMMITTEES)</u></p> <p>Dates: 1983-  Volume: 2½ Cu. Ft.  Annual Accumulation: ½ Cu. Ft.  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>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	<p><u>MISCELLANEOUS BIDS, SPECIFICATIONS, AND PROPOSALS</u></p> <p>Dates: 1960-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>Recommendation: Retain for ten years following acceptance or rejection of bid, then dispose of.</p>
100.27	<p><u>MONTHLY DEPARTMENTAL REPORTS (ACTIVITIES)</u></p> <p>Dates: 1985-  Volume: 1 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain for two years, then dispose of.</p>
100.28	<p><u>MONTHLY MAINTENANCE REPORTS (COMPUTER PRINTOUTS)</u></p> <p>Dates: 1976-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain for two years, then dispose of.</p>
100.29	<p><u>MONTHLY REPORT OF SUPPLIES USED AT THE STONE QUARRY</u></p> <p>Dates: 1940-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.30	<p><u>ORDINANCES (COPIES)</u></p> <p>Dates: 1855-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>
100.31	<p><u>PAVEMENT EVALUATION PROGRAM</u></p> <p>Dates: 1980-  Volume: 6½ Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>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>Recommendation: Retain for ten years or until superseded by new study.</p>
100.32	<p><u>PERFORMANCE/SURETY BONDS</u></p> <p>Dates: 1985-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Alphabetical by project  Location: City Hall (3rd Floor)</p> <p>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><u>PETITIONS</u></p> <p>Dates: 1944-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>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><u>QUESTIONNAIRES (FROM OTHER AGENCIES)</u></p> <p>Dates: 1982-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Alphabetical by subject  Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain for one year, then dispose of.</p>
100.35	<p><u>REAL ESTATE RECORDS (ORIGINALS)</u></p> <p>Dates: 1847-  Volume: 8 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical by property title  Location: City Yards</p> <p>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>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.36	<p><u>REQUESTS FOR SERVICE</u></p> <p>Dates: 1972-  Volume: 8 Cu. Ft.  Annual Accumulation: 3 Cu. Ft.  Arrangement: Chronological  Location: City Hall (3rd Floor); City Yards</p> <p>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>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><u>SANITARY LANDFILL PROJECT FILES (ORIGINALS)</u></p> <p>Dates: 1986-  Volume: ½ Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical  Location: City Hall (3rd Floor)</p> <p>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>Recommendation: Retain for ten years after completion of project, then dispose of.</p>
100.38	<p><u>STUDIES</u></p> <p>Dates: 1955-  Volume: 9 Cu. Ft.  Annual Accumulation: 1 Cu. Ft.  Arrangement: Alphabetical by study  Location: City Yards</p> <p>This record series includes bond surveys, impact studies, site evaluations, engineer reports, etc.</p> <p>Recommendation: Retain one copy of each permanently.</p>

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

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.43	<p><u>TRANSPORTATION TASK FORCE RECORDS--TAPE RECORDINGS OF MINUTES</u></p> <p>Dates: 1986-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>Recommendation: Tape recordings may be erased or disposed of following adoption of minutes by task force.</p>
100.44	<p><u>WASTE DISPOSAL CONTRACTS (ORIGINALS)</u></p> <p>Dates: 1987-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Alphabetical by subject  Location: City Hall (3rd Floor)</p> <p>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>Recommendation: Retain for ten years following discharge of terms, then dispose of.</p>
100.45	<p><u>WORK TO BE DONE (LISTS OF REQUESTS)</u></p> <p>Dates: 1971-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain sixty days following completion of work, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p><u>PUBLIC WORKS DEPARTMENT</u></p> <p><u>ADMINISTRATIVE SERVICES DIVISION</u></p> <p><u>FINANCIAL RECORDS</u></p>
110.01	<p><u>ACCOUNT STATUS REPORTS--COMPUTER PRINTOUTS (COPIES FROM CITY FINANCE)</u></p> <p>Dates: 1979- Volume: ½ 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: 3½ 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: 2½ 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: <math>\frac{1}{2}</math> 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: <math>\frac{1}{2}</math> Cu. Ft.  Annual Accumulation: <math>\frac{1}{2}</math> 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><u>LEDGER SHEETS (ORIGINALS)</u></p> <p>Dates: 1963- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>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>Recommendation: Retain for seven years, then dispose of.</p>
110.09	<p><u>PAID BILLS AND RECEIPTS (ORIGINALS AND DUPLICATES)</u></p> <p>Dates: 1955- Volume: 8½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>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>Recommendation: Retain for seven years, then dispose of.</p>
110.10	<p><u>PURCHASE FUND STATEMENT</u></p> <p>Dates: 1962- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p>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>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
110.11	<p><u>PURCHASE ORDERS, CASH RECEIPTS, PAID BILLS (COPIES)</u></p> <p>Dates: 1956-  Volume: 9 Cu. Ft.  Annual Accumulation: 2 Cu. Ft.  Arrangement: Chronological  Location: City Yards, City Hall (3rd Floor)</p> <p>Recommendation: Retain for two years, then dispose of.</p>
110.12	<p><u>TRAVEL VOUCHERS</u></p> <p>Dates: 1979-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards; 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
	<p><u>PUBLIC WORKS DEPARTMENT</u></p> <p><u>ADMINISTRATIVE SERVICES DIVISION</u></p> <p><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: ½ 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><u>PAYROLL DISTRIBUTION AND PAYROLL REGISTER--COMPUTER PRINTOUTS (COPIES FROM FINANCE)</u></p> <p>Dates: 1987-  Volume: <math>\frac{1}{2}</math> Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>
120.05	<p><u>PAYROLL LEAVE RECORDS (COMPUTER PRINTOUTS) (COPIES FROM FINANCE)</u></p> <p>Dates: 1987-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>This record series consists of reports of vacation and sick leave use by Public Works employees.</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>
120.06	<p><u>PAYROLL TIME SHEETS (COMPUTER PRINTOUTS) (DEPARTMENTAL COPIES)</u></p> <p>Dates: 1984-  Volume: 2 Cu. Ft.  Annual Accumulation: <math>\frac{1}{2}</math> Cu. Ft.  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>The originals are filed with the city's Finance Department.</p> <p>Recommendation: Retain for two years, then dispose of.</p>

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

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<u>PUBLIC WORKS DEPARTMENT</u>  <u>ADMINISTRATIVE SERVICES DIVISION</u>  <u>SOLID WASTE RECORDS</u>
130.01	<u>INVESTIGATIONS OF LANDFILLS</u>  Dates: 1986- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: City Hall (3rd Floor)  This record series includes correspondence, notes, and studies.  Recommendation: Retain permanently (per agency request).
130.02	<u>LANDFILL WEIGHT TICKET/INVOICE (CITY COPY)</u>  Dates: 1974- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)  The original to this record series is maintained by the customer dumping at the landfill.  Recommendation: Retain for two years, then dispose of.
130.03	<u>NOTICE OF APPLICATION OF E.P.A. PERMIT</u>  Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)  Recommendation: Retain one year after notice, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
130.04	<p><u>REFUSE COLLECTION REQUEST LOG SHEETS</u></p> <p>Dates: 1974-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain for two years, then dispose of.</p>
130.05	<p><u>ROUTE TRUCK REPLACEMENT FORM*</u></p> <p>Dates: 1974-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain for one year, then dispose of.</p>
130.06	<p><u>SOLID WASTE COLLECTION PAYMENT AUTHORIZATION (COPIES)</u></p> <p>Dates: 1974-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>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.</p> <p>Recommendation: Retain for two years, then dispose of.</p>
130.07	<p><u>SOLID WASTE COST REPORTS</u></p> <p>Dates: 1971-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain for seven years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p><u>PUBLIC WORKS DEPARTMENT</u></p> <p><u>ADMINISTRATIVE SERVICES DIVISION</u></p> <p><u>TAX RECORDS</u></p>
140.01	<p><u>M.F.T. (MOTOR FUEL TAX) ALLOTMENT NOTICES</u></p> <p>Dates: 1961-1984  Volume: Negligible  Annual Accumulation: None  Arrangement: Chronological  Location: City Yards</p> <p>The original of this record series is now maintained by the City Legal Department.</p> <p>Recommendation: Retain for three years, then dispose of.</p>
140.02	<p><u>M.F.T. ALLOTMENT RECORD</u></p> <p>Dates: 1975-  Volume: ½ Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain for seven years, then dispose of.</p>
140.03	<p><u>M.F.T. FINANCIAL RECORDS</u></p> <p>Dates: 1948-  Volume: 2½ Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards; City Hall (3rd Floor)</p> <p>This record series includes expenditure authorizations, statement of account, vouchers, etc. maintained by the Public Works Department.</p> <p>Recommendation: Retain for seven years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
140.04	<p><u>M.F.T. REFUND RECORDS</u></p> <p>Dates: 1967-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>This record series includes refund claim and support documentation maintained by the Public Works Department.</p> <p>Recommendation: Retain for seven years, then dispose of.</p>
140.05	<p><u>M.F.T. RESOLUTIONS</u></p> <p>Dates: 1948-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>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><u>REAL ESTATE TAX EXEMPTION CERTIFICATES--CITY PROPERTY</u></p> <p>Dates: 1959-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>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>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><u>PUBLIC WORKS DEPARTMENT</u></p> <p><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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200.04	<p><u>CAPITAL DEVELOPMENT AND CAPITAL IMPROVEMENT PLAN PROJECT FILES</u></p> <p>Dates: 1953-  Volume: 70 Cu. Ft.  Annual Accumulation: 7 Cu. Ft.  Arrangement: Alphabetical by project  Location: City Hall (3rd Floor); City Yards</p> <p>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>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><u>CAPITAL IMPROVEMENT PROGRAM RECORDS*</u></p> <p>Dates: 1972-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>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>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><u>CONSTRUCTION CONTRACT FILES (ORIGINALS)</u></p> <p>Dates: 1976-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>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>Recommendation: Retain for ten years, then dispose of.</p>
200.07	<p><u>CONSTRUCTION PROJECT FILES (ORIGINALS)</u></p> <p>Dates: 1948-  Volume: 71 Cu. Ft.  Annual Accumulation: 1 3/4 Cu. Ft.  Arrangement: Numerical by project number  Location: City Yards</p> <p>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>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><u>FLOOD CONTROL PROJECTS - CONSTRUCTION RECORDS</u></p> <p>Dates: 1978-            Volume: Negligible            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>
200.09	<p><u>FLOOD CONTROL PROJECTS - DESIGN MEMORANDA</u></p> <p>Dates: 1972-            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Alphabetical by subject            Location: City Hall (3rd Floor)</p> <p>This record series consists of specifications set by the Federal Officials for a <u>specific</u> flood control project (i.e. Rockford).</p> <p>Recommendation: Retain permanently.</p>
200.10	<p><u>FLOOR CONTROL PROJECTS - SURVEY REPORTS (FROM U.S. ARMY CORPS OF ENGINEERS)</u></p> <p>Dates: 1953-            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Alphabetical by subject            Location: City Hall (3rd Floor)</p> <p>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><u>REQUESTS FOR PROPOSALS (ORIGINALS)</u></p> <p>Dates: 1984-  Volume: 1 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical by subject, Chronological  Location: City Yards</p> <p>This record series consists of original Requests for Proposals for various city construction projects maintained by the Public Works Department.</p> <p>Recommendation: Retain for ten years after acceptance or rejection, then dispose of.</p>
200.15	<p><u>RESOURCE RECOVERY PROJECT FILES (ORIGINALS)</u></p> <p>Dates: 1980-  Volume: 1 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical by subject  Location: City Yards</p> <p>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>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><u>RIGHT-OF-WAY CONSTRUCTION FILES (ORIGINALS AND DUPLICATES)</u></p> <p>Dates: 1970-  Volume: 19½ Cu. Ft.  Annual Accumulation: 1 3/4 Cu. Ft.  Arrangement: Numerical  Location: City Yards</p> <p>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>Recommendation: Retain for ten years following completion of project, then dispose of.</p>
200.17	<p><u>50/50 SIDEWALK CURB PROGRAM--PAYMENT LOGS</u></p> <p>Dates: 1975-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain for seven years after final payment, then dispose of.</p>

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	<p><u>PUBLIC WORKS DEPARTMENT</u></p> <p><u>ENGINEERING DIVISION</u></p> <p><u>ADMINISTRATIVE AND MISCELLANEOUS RECORDS</u></p>
300.01	<p><u>ADMINISTRATIVE FILES</u></p> <p>Dates: 1924- Volume: 12 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 and other documents (i.e. contracts, etc.), manuals and pamphlets, etc. which are retained by the 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>
300.02	<p><u>ANNEXATION FILES (FOR DEDICATIONS AND ROAD/STREET VACATION) (DUPLICATES)</u></p> <p>Dates: 1925- Volume: 6½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological, Numerical by section number Location: City Hall (3rd Floor)</p> <p>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>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.03	<p><u>ANNEXATION PLAT DELIVERY RECORDS (ORIGINALS)</u></p> <p>Dates: 1956-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Alphabetical  Location: City Yards</p> <p>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>Recommendation: Dispose of after administrative use is complete.</p>
300.04	<p><u>BENCH MARKS (ORIGINALS)</u></p> <p>Dates: 1956-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Numerical by bench mark number  Location: City Hall (3rd Floor)</p> <p>This record series consists of listings of all locations for land survey identification marks.</p> <p>Recommendation: Retain permanently.</p>
300.05	<p><u>EXCAVATOR BONDS (ORIGINALS)</u></p> <p>Dates: 1976-  Volume: <math>\frac{1}{2}</math> Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical by contractor  Location: City Hall (3rd Floor)</p> <p>This record series consists of Excavator Bonds maintained by the Department of Public Works.</p> <p>Recommendation: Retain for two years after cancellation or expiration of bond, then dispose of.</p>

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300.06	<p><u>LENDING BOOK (ORIGINALS)</u></p> <p>Dates: 1984-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>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>Recommendation: Retain for one year following return of equipment, then dispose of.</p>
300.07	<p><u>LOCAL CLIMATOLOGICAL DATA (PRINTED COPIES FROM N.O.A.A.)</u></p> <p>Dates: 1972-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>
300.08	<p><u>PHOTOGRAPH FILES (ORIGINALS)</u></p> <p>Dates: 1980-  Volume: 3 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>This record series consists of photographs of construction projects, staff meetings, and site inspections. Newspaper clippings are retained with some photographs.</p> <p>Recommendation: Retain permanently.</p>

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300.09	<p><u>PLAT LOG INDEX (ORIGINALS)</u></p> <p>Dates: 1972- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p>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>Recommendation: Retain permanently.</p>
300.10	<p><u>PRIVATE WELL DATA SHEETS (ORIGINALS)</u></p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p>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>Recommendation: Retain permanently.</p>
300.11	<p><u>RAINFALL CURVE CHARTS (FROM ILLINOIS STATE WATER SURVEY)</u></p> <p>Dates: 1960- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p>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>Recommendation: Retain until administrative use is complete, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.12	<p><u>RETURN OF BID CHECKS*</u></p> <p>Dates: 1959-  Volume: ½ Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain for ten years, then dispose of.</p>
300.13	<p><u>RIGHT-OF-WAY AND EASEMENT FILES</u></p> <p>Dates: 1950-  Volume: 2½ Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical  Location: City Hall (3rd Floor)</p> <p>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>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><u>RIGHT-OF-WAY RECORD</u></p> <p>Dates: 1961-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>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>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.15	<p><u>ROAD GRADE SHEETS</u></p> <p>Dates: 1960-  Volume: ½ Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Numerical by project number  Location: City Yards</p> <p>This record series consists of drawings showing the slopes of various city roads to the horizontal.</p> <p>Recommendation: Retain permanently.</p>
300.16	<p><u>SEWER CONNECTION BOOKS (ORIGINALS)</u></p> <p>Dates: 1928-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>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>Recommendation: Retain permanently.</p>
300.17	<p><u>SEWER CONNECTION DATA SHEETS (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 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>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.18	<p><u>SEWER PLATS (ORIGINALS)</u></p> <p>Dates: 1960- Volume: 27 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Numerical by project number Location: City Hall (3rd Floor)</p> <p>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>Recommendation: Retain permanently.</p>
300.19	<p><u>STREET CUT PERMIT LEDGERS (ORIGINALS)</u></p> <p>Dates: 1958- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)</p> <p>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>Recommendation: Retain permanently.</p>
300.20	<p><u>STREET INDEX CARDS (ORIGINALS)</u></p> <p>Dates: 1950- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by street Location: City Hall (3rd Floor)</p> <p>This record series consists of the Street Index Cards showing the description of each city street location, the length, and width.</p> <p>Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
300.21	<p data-bbox="264 407 587 436"><u>SUBDIVISION FILES</u></p> <p data-bbox="264 470 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="264 793 1003 825">Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p><u>PUBLIC WORKS DEPARTMENT</u></p> <p><u>ENGINEERING DIVISION</u></p> <p><u>CONSTRUCTION RECORDS</u></p>
310.01	<p><u>APPLICATION FOR PERMIT FOR TEMPORARY USE OF PUBLIC STREETS AND HIGHWAYS</u></p> <p>Dates: 1961-</p> <p>Volume: Negligible</p> <p>Annual Accumulation: Negligible</p> <p>Arrangement: Chronological</p> <p>Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain for five years following expiration of permit, then dispose of.</p>
310.02	<p><u>BOARD OF LOCAL IMPROVEMENTS PROJECT FILES (ORIGINALS AND DUPLICATES)</u></p> <p>Dates: 1955-</p> <p>Volume: 2 Cu. Ft.</p> <p>Annual Accumulation: Negligible</p> <p>Arrangement: Numerical by district</p> <p>Location: City Yards</p> <p>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>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><u>BRIDGE RECORDS (ORIGINALS)</u></p> <p>Dates: 1970-            Volume: 2½ Cu. Ft.            Annual Accumulation: Negligible            Arrangement: Numerical by bridge number            Location: City Hall (3rd Floor)</p> <p>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>Recommendation: Retain for two years after life of structure, then dispose of (per agency request)</p>
310.04	<p><u>CONSTRUCTION PLANS AND DRAWINGS, PLATS AND MAPS</u></p> <p>Dates: 1893-            Volume: 80 Cu. Ft.            Annual Accumulation: 2 Cu. Ft.            Arrangement: Alphabetical, Numerical by project            Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain permanently.</p>
310.05	<p><u>FIELD BOOKS AND RELATED NOTES (ORIGINALS)</u></p> <p>Dates: 1927-            Volume: 7½ Cu. Ft.            Annual Accumulation: Negligible            Arrangement: Chronological            Location: City Yards</p> <p>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><u>SPECIAL ASSESSMENT RECORD FILES (ORIGINALS AND DUPLICATES)</u></p> <p>Dates: 1929-  Volume: 18½ Cu. Ft.  Annual Accumulation: ½ Cu. Ft.  Arrangement: Numerical by project number  Location: City Yards</p> <p>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>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 style="text-align: center;"><u>PUBLIC WORKS DEPARTMENT</u></p> <p style="text-align: center;"><u>PROPERTY AND EQUIPMENT SERVICES DIVISION</u></p> <p>400.01. <u>ADMINISTRATIVE FILES (ORIGINALS)</u></p> <p>Dates: 1983-            Volume: 1 Cu. Ft.            Annual Accumulation: Negligible            Arrangement: Alphabetical by subject            Location: City Yards</p> <p>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>Recommendation: Retain for one (1) year, then dispose of provided all administrative, fiscal, legal, and/or historical value has expired.</p> <p>400.02. <u>EQUIPMENT HISTORY - COMPUTER PRINTOUTS</u></p> <p>Dates: 1987-            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological            Location: City Yards</p> <p>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>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><u>EQUIPMENT RECORDS</u></p> <p>Dates: 1973-  Volume: 4 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical by equipment  Location: City Yards</p> <p>This record series includes operator's manuals, service orders, warranties, etc.</p> <p>Recommendation: Dispose of when equipment is sold, traded, or junked.</p>
400.04	<p><u>FISCAL RECORDS--COMPUTER PRINTOUTS FROM ACCOUNTING DEPARTMENT</u></p> <p>Dates: 1986-  Volume: 2½ Cu. Ft.  Annual Accumulation: 1 Cu. Ft.  Arrangement: Chronological  Location: City Yards</p> <p>This record series includes month-end reports, ledgers, encumbrances, etc. for the division.</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>
400.05	<p><u>GASOLINE/FUEL CARD RECORDS</u></p> <p>Dates: 1987-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Numerical by card number  Location: City Yards</p> <p>This record series consists of lists of gasoline card assignments.</p> <p>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	<p><u>GASOLINE/FUEL TRANSACTION REPORTS (COMPUTER PRINTOUTS)</u></p> <p>Dates: 1984-  Volume: 1½ Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>Recommendation: Retain for three years, then dispose of.</p>
400.07	<p><u>INVENTORY COMPUTER WORKSHEETS</u></p> <p>Dates: 1986-  Volume: 1 Cu. Ft.  Annual Accumulation: ½ Cu. Ft.  Arrangement: Chronological  Location: City Yards</p> <p>Recommendation: Retain for two years, then dispose of.</p>
400.08	<p><u>MAINSTEM REPORTS</u></p> <p>Dates: 1984-1986  Volume: 4½ Cu. Ft.  Annual Accumulation: None  Arrangement: Chronological  Location: City Yards</p> <p>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.</p> <p>Recommendation: Accumulation may be disposed of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.09	<p><u>MONTHLY STATISTICAL REPORTS (COMPUTER PRINTOUTS)</u></p> <p>Dates: 1987-  Volume: 1½ Cu. Ft.  Annual Accumulation: 1 Cu. Ft.  Arrangement: Chronological  Location: City Yards</p> <p>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>Recommendation: Retain for two years, then dispose of.</p>
400.10	<p><u>PAYROLL TIME CARDS (DUPLICATES)</u></p> <p>Dates: 1983-  Volume: ½ Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>Recommendation: Retain for two years, then dispose of.</p>
400.11	<p><u>PURCHASE ORDERS AND REQUISITIONS (DUPLICATES)</u></p> <p>Dates: 1981-  Volume: 7½ Cu. Ft.  Annual Accumulation: 1 Cu. Ft.  Arrangement: Numerical by purchase  order/requisition number  Location: City Yards</p> <p>Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
400.12	<p><u>WEEKLY SATELLITE FUELS REPORTS*</u></p> <p>Dates: 1987- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>This record series consists of Weekly Satellite Fuels Reports which show amount of gas measured in fuel storage tanks.</p> <p>Recommendation: Retain for one year, then dispose of.</p>
400.13	<p><u>WORK ORDERS (CITY EQUIPMENT)</u></p> <p>Dates: 1984- Volume: 28 Cu. Ft. Annual Accumulation: 7 Cu. Ft. Arrangement: Numerical by equipment number Location: City Yards</p> <p>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><u>PUBLIC WORKS DEPARTMENT</u></p> <p><u>STREETS AND SEWERS DIVISION</u></p> <p><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><u>CONTRACTS</u></p> <p>Dates: 1985-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Alphabetical by subject  Location: City Yards</p> <p>Recommendation: Retain for ten years following discharge of terms, then dispose of.</p>
500.05	<p><u>CUSTOM REFUSE PICKUP APPOINTMENT RECORDS</u></p> <p>Dates: 1982-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>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>Recommendation: Retain for two years, then dispose of.</p>
500.06	<p><u>DAILY CUSTOM PICKUPS (REFUSE)</u></p> <p>Dates: 1982-  Volume: 1 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>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>Recommendation: Retain for one year, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.07	<p><u>DAILY GUARD REPORTS (ORIGINALS)</u></p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>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>Recommendation: Retain for three (3) years, then dispose of.</p>
500.08	<p><u>DAILY MILEAGE REPORTS</u></p> <p>Dates: 1978- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>This record series consists of Daily Mileage Reports showing the mileage of department vehicles maintained by the Department of Public Works.</p> <p>Recommendation: Retain for two years, then dispose of.</p>
500.09	<p><u>DIG NOTICES TO J.U.L.I.E. (JOINT UTILITY LOCATION INFORMATION FOR EXCAVATORS)</u></p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>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>Recommendation: Retain for one year, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.10	<p><u>DUMP TICKETS (MONTHLY REPORTS)</u></p> <p>Dates: 1983-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>Recommendation: Retain for two years, then dispose of.</p>
500.11	<p><u>EQUIPMENT FILES</u></p> <p>Dates: 1970-  Volume: 4 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical by equipment  Location: City Yards</p> <p>This record series consists of operation manuals, service orders, warranties, etc. for department owned equipment.</p> <p>Recommendation: Dispose of when equipment is sold, traded, or junked.</p>
500.12	<p><u>FORESTRY PERMITS (TREE PLANTING/REMOVAL)</u></p> <p>Dates: 1981-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>Recommendation: Retain for two years, then dispose of.</p>
500.13	<p><u>GARBAGE COLLECTION REPORTS (ANNUAL/STATISTICAL)</u></p> <p>Dates: 1948-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.14	<p><u>HEDGE AND OBSTRUCTION VIOLATION NOTICES</u></p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>This record series consists of Hedge and Obstruction Ordinance Violation Notices.</p> <p>Recommendation: Retain for two years after visitation has been served, then dispose of.</p>
500.15	<p><u>HEDGE AND OBSTRUCTION VIOLATION NOTICE LOGS</u></p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
500.16	<p><u>ICE AND SNOW REPORTS (SNOWSTORM REPORTS)*</u></p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>This record series consists of Snow/Ice Storm Warnings (i.e. reports from meteorological service).</p> <p>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><u>LOAD TICKETS (ORIGINALS)</u></p> <p>Dates: 1968- Volume: 6½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological Location: City Yards</p> <p>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>Recommendation: Retain for two (2) years, then dispose of.</p>
500.18	<p><u>MOTOR VEHICLE ACCIDENT REPORTS (COPIES)</u></p> <p>Dates: 1983- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>This record series consists of copies of Motor Vehicle Accident Reports involving Department of Public Works vehicles.</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
500.19	<p><u>MONTHLY WORK PRODUCTION REPORTS (ACTIVITIES)</u></p> <p>Dates: 1967- Volume: ½ Cu. Ft. 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
500.20	<p><u>PERMIT TO USE PUBLIC RIGHT-OF-WAY (CURB/STREET CUTS)</u></p> <p>Dates: 1984-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
500.21	<p><u>PREVENTIVE MAINTENANCE SCHEDULES</u></p> <p>Dates: 1984-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>This record series consists of Preventive Maintenance Schedules and notices for preventive maintenance service for city owned vehicles.</p> <p>Recommendation: Retain for sixty days following completion of work, then dispose of.</p>
500.22	<p><u>PURCHASE ORDERS AND REQUISITIONS</u></p> <p>Dates: 1984-  Volume: 2 Cu. Ft.  Annual Accumulation: ½ Cu. Ft.  Arrangement: Chronological  Location: City Yards; 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
500.23	<p><u>RADIO LOGS</u></p> <p>Dates: 1984- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>This record series consists of Radio Logs monitoring communication between the street truck crews and the base office.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
500.24	<p><u>RADIO OPERATOR'S LOG (F.C.C.) LOG</u></p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>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><u>REQUESTS FOR SERVICE</u></p> <p>Dates: 1983- Volume: 6½ Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological Location: City Yards</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
500.26	<p><u>SAND/SALT SNOW PLOW RATES</u></p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>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><u>STREET SWEEPER CLOCK CARDS (DAILY)</u></p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>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>Recommendation: Retain for two (2) years, then dispose of.</p>
500.32	<p><u>TELEPHONE LOGS</u></p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
500.33	<p><u>TREE REMOVAL ORDER INDICES (ORIGINALS)</u></p> <p>Dates: 1978- Volume: <math>\frac{1}{2}</math> Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by address Location: City Yards</p> <p>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>Recommendation: Retain until administrative use is complete, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
500.34	<p><u>WATER DEPARTMENT PAVEMENT/CURB CUTS--MONTHLY REPORTS*</u></p> <p>Dates: 1983-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
500.35	<p><u>WORK ORDERS</u></p> <p>Dates: 1983-  Volume: 1 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>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><u>PUBLIC WORKS DEPARTMENT</u></p> <p><u>STREETS AND SEWERS DIVISION</u></p> <p><u>PAYROLL AND PERSONNEL RECORDS</u></p>
510.01	<p><u>ABSENTEE SLIPS</u></p> <p>Dates:</p> <p>Volume: 1 Cu. Ft.</p> <p>Annual Accumulation: Negligible</p> <p>Arrangement: Chronological</p> <p>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)</p> <p>Volume: Negligible</p> <p>Annual Accumulation: None</p> <p>Arrangement: Chronological</p> <p>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-</p> <p>Volume: 2 Cu. Ft.</p> <p>Annual Accumulation: ½ Cu. Ft.</p> <p>Arrangement: Chronological</p> <p>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-</p> <p>Volume: 2½ Cu. Ft.</p> <p>Annual Accumulation: ½ Cu. Ft.</p> <p>Arrangement: Chronological</p> <p>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><u>OVERTIME RECORDS</u></p> <p>Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>This record series consists of overtime reports for each employee listing the overtime hours worked and used by Public Works employees.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
510.06	<p><u>PAYROLL REGISTER--COMPUTER PRINTOUTS (COPIES FROM FINANCE DEPARTMENT)</u></p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>
510.07	<p><u>PAYROLL TIME CARDS</u></p> <p>Dates: 1985- Volume: 1 Cu. Ft. Annual Accumulation: Negligible 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
510.08	<p><u>PERSONNEL FILES (ORIGINALS)</u></p> <p>Dates: 1940- Volume: 10 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by employee Location: City Yards</p> <p>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>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><u>PUBLIC SERVICE WORKER TIMESHEETS (CITY COPIES)</u></p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
510.10	<p><u>SICK LEAVE/VACATION EMPLOYEE RECORDS</u></p> <p>Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>Recommendation: Retain for two years, then dispose of if transferred to permanent record.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
510.11	<p><u>WORK ASSIGNMENTS</u></p> <p>Dates: 1982-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
510.12	<p><u>WORKFARE DAILY CREW REPORTS (TIME WORKED)</u></p> <p>Dates: 1983-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
510.13	<p><u>WORKFARE WEEKLY ASSIGNMENTS</u></p> <p>Dates: 1983-  Volume: Negligible  Annual Accumulation: Negligible  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
	<p align="center"><u>PUBLIC WORKS DEPARTMENT</u></p> <p align="center"><u>TRAFFIC ENGINEERING DIVISION</u></p> <p align="center"><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><u>ANNUAL REPORT--TWENTY HIGHEST FREQUENCY ACCIDENT LOCATIONS</u></p> <p>Dates: 1971-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
600.05	<p><u>APPRAISALS</u></p> <p>Dates: 1974-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain for three years after superseded by new appraisal, then dispose of.</p>
600.06	<p><u>BIDS, SPECIFICATIONS, AND PROPOSALS</u></p> <p>Dates: 1958-  Volume: ½ Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical by subject  Location: City Hall (3rd Floor); City Yards</p> <p>Recommendation: Retain for ten years following acceptance or rejection, then dispose of.</p>
600.07	<p><u>CLAIMS INVESTIGATIONS (COPIES)*</u></p> <p>Dates: 1973-  Volume: 1 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor); City Yards</p> <p>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>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><u>COLLISION DIAGRAM MAPS</u></p> <p>Dates: 1947- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by intersection Location: City Hall (3rd Floor)</p> <p>This record series consists of Collision Diagram Maps summarizing traffic accidents on an intersection map maintained by the Public Works Department.</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
600.09	<p><u>COMMITTEE REPORTS (COPIES)</u></p> <p>Dates: 1961- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Yards</p> <p>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>Recommendation: Retain until administrative use is complete, then dispose of.</p>
600.10	<p><u>CONDITION DIAGRAMS</u></p> <p>Dates: 1965- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by intersection Location: City Hall (3rd Floor)</p> <p>This record series consists of Condition Diagrams showing the location of trees, signs, buildings, etc. at intersections.</p> <p>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><u>ENGINEERING AND CONSULTANTS STUDIES AND PLANS (PROJECTS BUILT AND NOT BUILT)</u></p> <p>Dates: 1953-  Volume: 3½ Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical by project  Location: City Hall (3rd Floor); City Yards</p> <p>Recommendation: Retain <u>studies and plans for projects built permanently</u>. Retain <u>studies and plans for projects which were not built for ten years</u>, then dispose of.</p>
600.15	<p><u>EQUIPMENT RECORDS</u></p> <p>Dates: 1970-  Volume: 2 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical by equipment  Location: City Hall (3rd Floor); City Yards</p> <p>This record series consists of Equipment Records (i.e., operation manuals, service orders, warranties, etc. for the Traffic Engineering Division.</p> <p>Recommendation: Dispose of when equipment is sold, traded, or junked.</p>
600.16	<p><u>INTERGOVERNMENTAL AGENCY AGREEMENTS</u></p> <p>Dates: 1979-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Alphabetical by subject  Location: City Hall (3rd Floor)</p> <p>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><u>MINUTES--ROCKFORD PARKING COMMISSION</u></p> <p>Dates: 1957-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain originals permanently. Retain copies until administrative use is complete, then dispose of.</p>
600.22	<p><u>MONTHLY STATISTICAL REPORTS (ACTIVITIES, ACCIDENTS, ETC.)</u></p> <p>Dates: 1970-  Volume: ½ Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor); City Yards</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
600.23	<p><u>MOTIONS, RESOLUTIONS, AND ORDINANCES--TRAFFIC COMMISSION (COPIES AND RESEARCH DATA)</u></p> <p>Dates: 1951-  Volume: 8½ Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor); City Yards</p> <p>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><u>PETITIONS AND REQUESTS TO INSTALL STREET LIGHTS</u></p> <p>Dates: 1982-  Volume: 1 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>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: <math>\frac{1}{2}</math> 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><u>TRAFFIC SIGNAL (PROPERTY) DAMAGE REPORTS</u></p> <p>Dates: 1972- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor); City Yards</p> <p>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>Recommendation: Retain for seven years after settlement of claims, then dispose of.</p>
600.38	<p><u>TRAFFIC SIGNAL RECORD CARDS*</u></p> <p>Dates: 1965- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by intersection and street Location: City Hall (3rd Floor)</p> <p>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>Recommendation: Retain permanently.</p>
600.39	<p><u>WORK ORDERS (SPECIAL ACTION REQUESTS)</u></p> <p>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>Recommendation: Retain for one (1) year, then dispose of.</p>

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

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
610.04	<p><u>BUDGET RECORDS</u></p> <p>Dates: 1968-  Volume: 3½ Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor); City Yards</p> <p>This record series consists of copies of budgets, support data for budget requests, and correspondence to and from the mayor, etc.</p> <p>Recommendation: Retain original records for seven years, then dispose of. Retain copies for two years, then dispose of.</p>
610.05	<p><u>EXPENDITURE REPORTS (COMPUTER PRINTOUTS FROM FINANCE DEPARTMENT)</u></p> <p>Dates: 1972-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
610.06	<p><u>GRANT RECORDS</u></p> <p>Dates: 1969-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Alphabetical by grant  Location: City Hall (3rd Floor)</p> <p>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>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	<p><u>LIST OF PURCHASE ORDERS</u></p> <p>Dates: 1985-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Hall (3rd Floor)</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
610.08	<p><u>MONTHLY PARKING METER REVENUE REPORTS</u></p> <p>Dates: 1958-  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>
610.09	<p><u>PURCHASE ORDERS AND REQUISITIONS (DEPARTMENT COPIES) AND PAID BILLS (DUPLICATES)</u></p> <p>Dates: 1968-  Volume: 7½ Cu. Ft.  Annual Accumulation: 1 Cu. Ft.  Arrangement: Chronological  Location: City Hall (3rd Floor); City Yards</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
610.10	<p><u>STATE OF ILLINOIS INVOICE VOUCHERS</u></p> <p>Dates: 1984-  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
	<u>PUBLIC WORKS DEPARTMENT</u>  <u>TRAFFIC ENGINEERING DIVISION</u>  <u>PAYROLL AND PERSONNEL RECORDS</u>
620.01	<u>EMPLOYEE EVALUATIONS</u>  Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)  Recommendation: Retain for five years following termination of employment, then dispose of.
620.02	<u>EMPLOYEE GRIEVANCES</u>  Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)  Recommendation: Retain for five (5) years, then dispose of.
620.03	<u>EMPLOYEE LEAVE RECORDS</u>  Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)  Recommendation: Retain for two years, then dispose of if transferred to employees permanent record.
620.04	<u>JOB AUDITS</u>  Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: City Hall (3rd Floor)  Recommendation: Retain for five (5) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
620.05	<p data-bbox="266 401 607 432"><u>PAYROLL TIME CARDS</u></p> <p data-bbox="266 464 1138 625">           Dates: 1984-            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological            Location: City Hall (3rd Floor)         </p> <p data-bbox="266 657 1451 688">Recommendation: Retain for two (2) years, then dispose of.</p>
620.06	<p data-bbox="266 726 553 758"><u>PERSONNEL FILES</u></p> <p data-bbox="266 789 1138 951">           Dates: 1973-            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological            Location: City Hall (3rd Floor)         </p> <p data-bbox="266 982 1466 1045">Recommendation: Retain for five years following termination of employment, then dispose of.</p>

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	<p><u>PUBLIC WORKS DEPARTMENT</u></p> <p><u>TRAFFIC ENGINEERING DIVISION</u></p> <p><u>TRAFFIC SIGN SHOP RECORDS</u></p>
630.01	<p><u>ADMINISTRATIVE FILES</u></p> <p>Dates: 1987-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Alphabetical by subject  Location: City Yards</p> <p>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>Recommendation: Retain for one years, then dispose of records no longer possessing any further administrative, fiscal, legal, or historical value.</p>
630.02	<p><u>DAILY COST CENTER SHEETS</u></p> <p>Dates: 1987-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
630.03	<p><u>DAILY WORK LOGS</u></p> <p>Dates: 1987-  Volume: Negligible  Annual Accumulation: Negligible  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
630.04	<p><u>LIST OF CROSSWALKS TO BE PAINTED</u></p> <p>Dates: 1987-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>Recommendation: Retain for 60 days following completion of work, then dispose of.</p>
630.05	<p><u>MONTHLY ACTIVITY REPORTS</u></p> <p>Dates: 1987-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
630.06	<p><u>PAYROLL TIME SHEETS (DUPLICATES)</u></p> <p>Dates: 1988-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>This record series contains duplicate Payroll Time Sheets signed by the employees. The originals are forwarded to the Administrative Office.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
630.07	<p><u>WORK ORDERS</u></p> <p>Dates: 1987-  Volume: <math>\frac{1}{2}</math> Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>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
640.01	<p align="center"><u>PUBLIC WORKS DEPARTMENT</u></p> <p align="center"><u>TRAFFIC ENGINEERING DIVISION</u></p> <p align="center"><u>TRAFFIC SIGNAL SHOP RECORDS</u></p> <p><u>ADMINISTRATIVE FILES</u></p> <p>Dates: 1975-  Volume: 2 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical by subject  Location: City Yards</p> <p>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>Recommendation: Retain for one year, then dispose of records no longer possessing any further administrative, fiscal, legal, or historical value.</p>
640.02	<p><u>BULB CHANGE LOGS</u></p> <p>Dates: 1987-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>This record series consists of Bulb Change Logs showing when bulbs were changed in traffic signals and street lights.</p> <p>Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
640.03	<p><u>DAILY WORK REPORT (TIME SHEETS)</u></p> <p>Dates: 1987-  Volume: <math>\frac{1}{2}</math> Cu. Ft.  Annual Accumulation: <math>\frac{1}{2}</math> Cu. Ft.  Arrangement: Chronological  Location: City Yards</p> <p>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>Recommendation: Retain for two years, then dispose of.</p>
640.04	<p><u>DRIVER'S REPORT (MAINTENANCE REQUESTS)</u></p> <p>Dates: 1984-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>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>Recommendation: Retain for 60 days following completion of maintenance work, then dispose of.</p>
640.05	<p><u>EQUIPMENT FILES</u></p> <p>Dates: 1974-  Volume: 6 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical by equipment  Location: City Yards</p> <p>This record series consists of Equipment Files containing operation manuals, service orders, warranties, etc. for traffic signal shop equipment.</p> <p>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><u>EQUIPMENT LOGS</u></p> <p>Dates: 1974-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>This record series consists of Equipment Loss listing dates equipment purchased, used and disposed of.</p> <p>Recommendation: Retain until equipment listed is sold, traded, or junked, then dispose of.</p>
640.07	<p><u>INSPECTION REPORTS (INTERSECTIONS)</u></p> <p>Dates: 1983-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
640.08	<p><u>INVENTORIES (EQUIPMENT, SUPPLIES)</u></p> <p>Dates: 1981-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
640.09	<p><u>LIST OF PURCHASE ORDERS</u></p> <p>Dates: 1986-  Volume: Negligible  Annual Accumulation: Negligible  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
640.10	<p><u>PLATS, MAPS, SPECIFICATIONS, AND CONSTRUCTION DRAWINGS</u></p> <p>Dates: 1940-  Volume: 12 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical by project or subject  Location: City Yards</p> <p>Recommendation: Retain <u>originals</u> permanently. Retain <u>copies</u> until administrative use is complete, then dispose of.</p>
640.11	<p><u>PREVENTIVE MAINTENANCE SCHEDULES</u></p> <p>Dates: 1986-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>Recommendation: Retain for 60 days following completion of work, then dispose of.</p>
640.12	<p><u>SERVICE REPORTS (TRAFFIC SIGNALS)</u></p> <p>Dates: 1974-  Volume: 14 Cu. Ft.  Annual Accumulation: 1 Cu. Ft.  Arrangement: Alphabetical by intersection  Location: City Yards</p> <p>Recommendation: Retain for two years after traffic signal is removed or replaced, then dispose of.</p>
640.13	<p><u>SERVICE REPORT LOGS</u></p> <p>Dates: 1974-  Volume: 2 Cu. Ft.  Annual Accumulation: Negligible  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
640.14	<p><u>STREET LIGHTING SERVICE RECORD</u></p> <p>Dates: 1974-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Alphabetical by intersection  Location: City Yards</p> <p>Recommendation: Retain until street light is replaced, then dispose of.</p>
640.15	<p><u>TRAFFIC SIGNAL CONTROL MAINTENANCE RECORD CARDS</u></p> <p>Dates: 1982-  Volume: ½ Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical by type, nu by equipment number  Location: City Yards</p> <p>Recommendation: Retain for two years after equipment is sold, traded, or junked, then dispose of.</p>
640.16	<p><u>TRAFFIC SIGNAL PAINTING LISTS</u></p> <p>Dates: 1983-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>This record series consists of Traffic Signal Painting Lists showing the date the individual signals were painted.</p> <p>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><u>TRAFFIC SIGNAL RECORD (COPY)</u></p> <p>Dates: 1974-  Volume: ½ Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical by intersection  Location: City Yards</p> <p>The original record is maintained by Traffic Engineering Department in City Hall (item #600.38).</p> <p>Recommendation: Retain until traffic signal is removed or replaced, then dispose of.</p>
640.18	<p><u>UNCOMPLETED REQUESTS (COMPUTER PRINTOUTS)</u></p> <p>Dates: 1988-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>Recommendation: Retain for sixty days following completion of work, then dispose of.</p>
640.19	<p><u>WORK SCHEDULES</u></p> <p>Dates: 1981-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological  Location: City Yards</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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	<u>DEPARTMENT OF PUBLIC WORKS</u>
	<u>WATER DIVISION - ADMINISTRATIVE AND FINANCIAL SECTION</u>
700.01	<p><u>ACCOUNTS PAYABLE INVOICES FOR VENDOR PAYMENTS (ORIGINALS)*</u></p> <p>Dates: 1972-  Volume: 3½ Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Alphabetical by company name</p> <p>These are original invoices not copied with the finance department. The invoices, however, are summarized within the accounting system records of the Finance Department.</p> <p>Recommendation: Retain for seven years in the office, then dispose of.</p>
700.02	<p><u>ACCOUNTS RECEIVABLE TRIAL BALANCE REPORTS</u></p> <p>Dates: 1970-  Volume: 1/4 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
700.03	<p><u>ADMINISTRATIVE CORRESPONDENCE AND RELATED MEMORANDA (ORIGINALS AND DUPLICATES)</u></p> <p>Dates: 1974-  Volume: 25½ Cu. Ft.  Annual Accumulation: 2 Cu. Ft.  Arrangement: Chronological, Alphabetical by subject</p> <p>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.</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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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
700.04	<p><u>AGREEMENTS AND LEASES (PROPERTY)</u></p> <p>Dates: 1909-1932  Volume: Negligible  Annual Accumulation: Obsolete  Arrangement: Chronological</p> <p>Recommendation: Retain for ten years after termination or completion of agreement, then dispose of.</p>
700.05	<p><u>ATLAS OF CITY OF ROCKFORD (STREET)</u></p> <p>Dates: 1939-1951  Volume: 4 Cu. Ft.  Annual Accumulation: Obsolete  Arrangement: Numerical</p> <p style="padding-left: 40px;">This record series includes Volumes 1 and 2.</p> <p>Recommendation: Retain permanently.</p>
700.06	<p><u>ATTENDANCE RECORDS (SICK/VACATION REPORT)</u></p> <p>Dates: 1985-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>Recommendation: Retain for two years, then dispose of if transferred to permanent record.</p>
700.07	<p><u>BANK RECONCILIATION LEDGER SHEETS</u></p> <p>Dates: 1973-  Volume: 1 Cu. Ft.  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
700.08	<p><u>BANK STATEMENTS, DAILY BALANCE SHEETS, MACHINE TAPES, CANCELLED CHECKS, AND DEPOSIT SLIPS (ORIGINALS)</u></p> <p>Dates: 1950- Volume: 24 3/4 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>These are the Water Division's local bank account records of account, activity of deposits, and disbursements, and charges.</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
700.09	<p><u>BILLING AND CASH COLLECTIONS RUN FROM METER WATER SALES (WEEKLY) (ORIGINALS)</u></p> <p>Dates: 1972- Volume: 103 Cu. Ft. Annual Accumulation: 6½ Cu. Ft. Arrangement: Numerical by customer account number</p> <p>This is an original water division report not generated for accounting office reference.</p> <p>Recommendation: Retain for two years in office, then dispose of.</p>
700.10	<p><u>BILLING LEDGERS (ORIGINALS)</u></p> <p>Dates: 1888-1935 Volume: 10 Cu. Ft. Annual Accumulation: Obsolete Arrangement: Chronological</p> <p>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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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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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
700.22	<p><u>EQUIPMENT SPECIFICATIONS</u></p> <p>Dates: 1900-1907  Volume: Negligible  Annual Accumulation: Obsolete  Arrangement: Chronological</p> <p>Recommendation: Accumulation may be disposed of.</p>
700.23	<p><u>FIXED ASSET CARDS</u></p> <p>Dates: 1950-  Volume: 1 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>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>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><u>GENERAL ACCOUNTS ADMINISTRATION FILE (ORIGINALS OR RECORD COPIES)</u></p> <p>Dates: 1900-  Volume: 20 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>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>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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700.29	<p><u>PAYROLL TIME SHEETS</u></p> <p>Dates: 1983- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by pay period</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
700.30	<p><u>PAYROLL VOUCHERS (DUPLICATES)</u></p> <p>Dates: 1987- Volume: 3 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Chronological</p> <p>Originals of these are maintained within the Payroll Office of the Finance Department.</p> <p>Recommendation: Retain for two (2) years in office, then dispose of.</p>
700.31	<p><u>PAYROLL WORK SHEETS *</u></p> <p>Dates: 1980- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by pay period</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
700.32	<p><u>PERSONNEL FILES (ORIGINALS OR RECORD COPIES)</u></p> <p>Dates: 1950- Volume: 9 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>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>Recommendation: Retain for five years following termination of employment, then dispose of. Retain <u>individual work history &amp; salary record</u> for sixty years or until terminated employee's 78th birthday (whichever occurs first), then dispose of.</p>

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700.33	<p><u>REFUND LEDGERS</u></p> <p>Dates: 1960- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
700.34	<p><u>TRANSACTION REGISTERS FOR WATER DEPARTMENT FUNDS (INCLUDES BIWEEKLY AND YEAR-TO-DATE REPORTS)</u></p> <p>Dates: 1978- Volume: 4½ Cu. Ft. Annual Accumulation: Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of. Retain final fiscal year-to-date for seven years, then dispose of.</p>
700.35	<p><u>TRIAL BALANCE SHEETS</u></p> <p>Dates: 1973- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
700.36	<p><u>WATER DEPARTMENT METER SIZE COUNT LISTS (PRINTOUTS)*</u></p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
700.37	<p><u>WATER DEPARTMENT MISCELLANEOUS ACCOUNTS LEDGER (HANDWRITTEN)</u></p> <p>Dates: 1947-1953  Volume: Negligible  Annual Accumulation: Obsolete  Arrangement: Chronological</p> <p>Recommendation: Accumulation may be disposed of.</p>
700.38	<p><u>WATER DEPOSIT RECEIPTS</u></p> <p>Dates: 1985-  Volume: 4 Cu. Ft.  Annual Accumulation:  Arrangement: Chronological</p> <p>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.</p>

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	<p><u>DEPARTMENT OF PUBLIC WORKS</u></p> <p><u>WATER DIVISION - CUSTOMER SERVICES SECTION</u></p>
710.01	<p><u>COMPLAINT FORMS (SERVICE, BILLINGS, ETC.)</u></p> <p>Dates: 1978- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: None</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
710.02	<p><u>FEE ACCOUNT CARDS</u></p> <p>Dates: 1914- Volume: 40 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Chronological, Alphabetical</p> <p>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.</p> <p>Recommendation: Retain for two years after the life of the corresponding serviced building or home, then dispose of (per agency request).</p>
710.03	<p><u>METER CARDS</u></p> <p>Dates: 1931- Volume: 8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series shows meter location, size, meter numbers, and date replaced.</p> <p>Recommendation: Retain until meter is replaced or removed, then dispose of (per agency request).</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
710.04	<p><u>METER INSTALLATION REPORTS (FORM 5M-9-53)*</u></p> <p>Dates: 1954-  Volume: 6 Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological, Numerical by installation number</p> <p>Recommendation: Retain until meter is removed or replaced, then dispose of.</p>
710.05	<p><u>METER SURVEY AND TEST RESULTS REPORTS</u></p> <p>Dates: 1981-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
710.06	<p><u>METER TEST CARDS*</u></p> <p>Dates: 1962-  Volume: 5½ Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological, Numerical by meter number</p> <p style="text-align: center;">This record series shows dates meter was installed/removed.</p> <p>Recommendation: Retain for two years, then dispose of.</p>
710.07	<p><u>POST CARD METER READS (ORIGINALS)</u></p> <p>Dates: 1987-  Volume: 25 Cu. Ft.  Annual Accumulation: 25 Cu. Ft.  Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p><u>DEPARTMENT OF PUBLIC WORKS</u></p> <p><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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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
	<p><u>DEPARTMENT OF PUBLIC WORKS</u></p> <p><u>WATER DIVISION - PRODUCTION AND CONTROL SECTION</u></p>
730.01	<p><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>Dates: 1975- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years in office, then dispose of.</p>
730.02	<p><u>FIRE HYDRANT FLOW ANALYSIS REPORTS (ORIGINALS)*</u></p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>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>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><u>FLUORIDE ANALYSIS DAILY REPORTS OF WATER SAMPLES (AGENCY RECORDS COPIES)</u></p> <p>Dates: 1987- Volume: 1 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>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>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><u>FLUORIDE ANALYSIS DAILY REPORTS OF WATER SAMPLES (AGENCY RECORD COPIES)</u></p> <p>Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>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><u>FLUORIDE ANALYSIS MONTHLY REPORTS OF WATER SAMPLES (AGENCY RECORD COPIES)*</u></p> <p>Dates: 1976-  Volume: 2 Cu. Ft./  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>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>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><u>MICROBIOLOGICAL ANALYSIS REPORTS (AGENCY RECORD COPIES)*</u></p> <p>Dates: 1956-  Volume: 9 Cu. Ft./  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>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>Recommendation: Retain hard copy for five years, then dispose of. Retain computer tape data upon discretion of agency.</p>

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730.07	<p><u>MINERAL ANALYSIS REPORTS (AGENCY RECORD COPIES)*</u></p> <p>Dates: 1975- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>Recommendation: Retain hard copy for ten years in office, then dispose of. Dispose of computer tape upon discretion of agency.</p>
730.08	<p><u>ORGANIC ACID - BASE NEUTRAL AND PESTICIDE ANALYSIS RECORDS (AGENCY RECORD COPIES)*</u></p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and by well</p> <p>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>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><u>PRELIMINARY AND TENTATIVE ENGINEERING PLANS (ORIGINALS)*</u></p> <p>Dates: 1987-  Volume: 20 Cu. Ft.  Annual Accumulation: 20 Cu. Ft.  Arrangement: Chronological</p> <p>These are original engineering plans drawn for tentative and/or preliminary review and/or submittal to the Community Development Committee for consideration.</p> <p>Recommendation: Retain permanently.</p>
730.10	<p><u>SAMPLE AND RESAMPLE LOG OF SUSPECTED CONTAMINATION (ORIGINAL)*</u></p> <p>Dates: 1973-  Volume: Negligible  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>This is an internal log of original samples and resamples analyzed in cases of suspected contamination.</p> <p>Recommendation: Retain for five years from date of last entry, then dispose of.</p>

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730.11	<p><u>TRICHALOMETHANE ANALYSIS AND VOLATILE ORGANIC ANALYSIS RECORDS (RECORD COPIES)*</u></p> <p>Dates: 1975- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>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>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><u>WATER PRESSURE CHARTS AND RESERVOIR HEIGHTS CHARTS (ORIGINALS)*</u></p> <p>Dates: 1975- Volume: 13 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>These original charts are produced for measuring water pressure and reservoir levels.</p> <p>Recommendation: Retain for two years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
730.13	<p><u>WELL PUMPAGE METER REPORTS (ORIGINALS) (COMPUTER PRINTOUTS)</u></p> <p>Dates: 1978-  Volume: 4 Cu. Ft.  Annual Accumulation: <math>\frac{1}{2}</math> Cu. Ft.  Arrangement: Chronological</p> <p>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>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><u>WELL PUMPAGE REPORTS SUBMITTED TO THE ILLINOIS EPA (AGENCY RECORD COPIES)</u></p> <p>Dates: 1978-  Volume: <math>\frac{1}{2}</math> Cu. Ft.  Annual Accumulation: Negligible  Arrangement: Chronological</p> <p>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>Recommendation: Retain for ten (10) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
730.15	<p data-bbox="272 407 841 436"><u>WELL SITE DRAWINGS (ORIGINALS)</u></p> <p data-bbox="272 470 997 596">Dates: 1920- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="272 625 1468 693">These are original schematic drawings of well sites as they are developed by the Water Division.</p> <p data-bbox="272 726 1013 756">Recommendation: Retain permanently.</p>