

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

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AGENCY

Village of Mount Prospect

ADDRESS

50 S. Emerson

CITY

Mount Prospect

ZIP

60056

PHONE

(847) 392-6000

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

M. Lisa Angell, Village Clerk

Signature of Agency Head

May 21, 2015

Date

Approval:
Local Records Commission
of Cook County, Illinois
County Building – Room 801
Chicago, Illinois 60602
(312) 603-7832

Martha Martinez

Chairman

David A. Joens

Director, State Archives

July 14, 2015

Date

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF:

- After their individual retention period is complete,
- If they are correctly listed on a Records Disposal Certificate submitted to and approved by the Local Records Commission of Cook County sixty (60) days prior to disposal,
- Providing any local, state, and federal audit requirements have been met,
- As long, as they are not needed for any litigation either pending or anticipated.

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

ANY RECORD ON THIS APPLICATION MAY BE MICROFILMED OR DIGITIZED AND THE RECORD DISPOSED OF IF THE RECORD IS MICROFILMED OR DIGITIZED IN ACCORDANCE WITH THE STANDARDS OF THE LOCAL RECORDS COMMISSION OF COOK COUNTY AND IF THE FILM OR DIGITIZED RECORD IS RETAINED FOR THE PRESCRIBED RETENTION PERIOD.

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

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

This application supersedes application 04:001C.

Subject to statutory provisions, agencies may dispose of records authorized for destruction by the Commission after the agency has received an approved Records Disposal Certificate from the Local Records Commission of Cook County listing the records to be destroyed or disposed of.

All records, regardless of physical format or characteristics, that by state or federal statute, agency rule, or policy contain information that is confidential, must be physically destroyed in a manner that such information cannot be identified or retrieved.

**THIS DOCUMENT ALONG WITH ALL RECORDS DISPOSAL
CERTIFICATES IS TO BE RETAINED PERMANENTLY.**

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Item No.	Record Series Title, Description and Recommendation
	<u>ADMINISTRATIVE RECORDS</u>
100.	<u>APPLICATIONS FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND LOCAL RECORDS DISPOSAL CERTIFICATES</u> Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.
101.	<u>ADMINISTRATIVE ADJUDICATION PROGRAM RECORDS</u> Dates: 2008- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain for three (3) years after settlement of case, then dispose of.
102.	<u>ADMINISTRATIVE CORRESPONDENCE AND MISCELLANEOUS CORRESPONDENCE INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORD SERIES</u> Dates: 2014- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain for one (1) year then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.

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Item No.	Record Series Title, Description and Recommendation
103.	<u>BIDS, SPECIFICATIONS PROPOSALS AND R.F.P.'S</u> Dates: 2009- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain <u>successful bids</u> for ten (10) years after terms of the related contract are complete, then dispose of. Retain <u>unsuccessful bids</u> for three (3) years after rejection, then dispose of.
104.	<u>CERTIFICATES OF PUBLICATION, NEWSPAPER CLIPPINGS, NOTICES OF HEARINGS, ETC.</u> Dates: 2005- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one (1) year, then dispose of.
105.	<u>CIVIC EVENTS SIGN APPLICATIONS</u> Dates: 2014- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one (1) year after expiration, then dispose of.
106.	<u>CONFLICT OF INTEREST STATEMENTS</u> Dates: 2001- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for three (3) years, then dispose of.

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Item No.	Record Series Title, Description and Recommendation
107.	<u>CONTRACTS, LEASES, AND AGREEMENTS FOR GOODS OR SERVICES</u> Dates: 2006- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of.
108.	<u>EMPLOYEES BENEFIT FILES</u> Dates: 2003- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain for five (5) years after termination of employment, then dispose of. Retain premium statements for seven (7) years, then dispose of.
109.	<u>EMPLOYEE HANDBOOKS</u> Dates: 2001- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain until superseded.
110.	<u>EMPLOYEE'S HISTORY CARDS</u> Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain for one (1) year then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.

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111.	<u>EMPLOYEE'S MEDICAL FILES</u> Dates: 2005- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain for five (5) years after termination of employment, then dispose of.
112.	<u>EMPLOYEES SIGNATURE OF ACKNOWLEDGEMENT OF RECEIPT OF H.I.P.P.A. RULES</u> Dates: 2003- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for six (6) years after inactivation of file, then dispose of.
113.	<u>EMPLOYEE'S TRAINING SIGN IN SHEETS</u> Dates: 2006- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.
114.	<u>E.E.O.C. REPORTS</u> Dates: 2001- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for five (5) years, then dispose of.

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Item No.	Record Series Title, Description and Recommendation
115.	<u>"FREEDOM OF INFORMATION ACT" REQUESTS AND DENIALS</u> Dates: 2013- Volume: 4½ Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological Recommendation: Retain for two (2) years after filing date, then dispose of, provided no review is pending with the Attorney General's Public Access Counselor.
116.	<u>JOB DESCRIPTIONS</u> Dates: 2001- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain for five (5) years after supersedence, then dispose of.
117.	<u>LEGAL CASE FILES</u> Dates: 2004- Volume: 20 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological Recommendation: Retain for three (3) years following settlement of case, then dispose of. Retain legal opinions permanently.

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118.	<u>LIQUOR LICENSE FILES</u> Dates: 2000- Volume: 30 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical Recommendation: Retain applications for one (1) year after expiration, then dispose of. Retain miscellaneous files for five (5) years after closing of business, then dispose of.
119.	<u>LIQUOR LICENSE STUBS</u> Dates: 2007- Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical Recommendation: Retain for one (1) year after expiration of license, then dispose of.
120.	<u>MEDICAL INSURANCE BILLS</u> Dates: 1981- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.
121.	<u>MINUTES, AGENDAS, AND TRANSCRIPTS (FOR BOARDS, COMMISSIONS, GROUPS, ETC.)</u> Dates: 1917- Volume: 22 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain originals permanently.

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Item No.	Record Series Title, Description and Recommendation
122.	<u>MONTHLY, ANNUAL, YEAR TO DATE REPORTS (ALL AREAS)</u> Dates: 2008- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Monthly reports go back to 2013. Recommendation: Retain daily, weekly and monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.
123.	<u>OFFICIALS OATHS OF OFFICE</u> Dates: 1988- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years after term of office, then dispose of.
124.	<u>ORDINANCES AND RESOLUTIONS</u> Dates: 1917- Volume: 21 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical Recommendation: Retain ordinances permanently. Retain resolutions for sixty (60) days, then dispose of provided they are recorded in the minutes.

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Item No.	Record Series Title, Description and Recommendation
125.	<u>PETITIONS</u> Dates: 1998- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain one (1) year, then dispose of except for those relating to annexations, land dedications, street and alley vacations, which must be retained permanently.
126.	<u>PLATS, MAPS, AND PRINTS</u> Dates: 1920- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical Recommendation: Retain permanently.
127.	<u>POLICIES AND PROCEDURES</u> Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain one copy of each permanently.
128.	<u>QUESTIONNAIRES AND SURVEYS</u> Dates: 2007- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one (1) year, then dispose of.

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129.	<u>REQUESTS FOR BLOCK PARTIES</u> Dates: 2007- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one (1) year, then dispose of.
130.	<u>SOLICITOR'S REGISTRATIONS</u> Dates: 2014- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one (1) year after expiration, then dispose of.
131.	<u>U.S. IMMIGRATION AND NATURALIZATION SERVICE FORM I-9 EMPLOYMENT ELIGIBILITY VERIFICATION FORMS</u> Dates: 1989- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain three (3) years after date of hire, or one (1) year following termination of employment, whichever is later, then dispose of.
132.	<u>VILLAGE OWNED PROPERTY RECORDS</u> Dates: 1917- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical Recommendation: Retain permanently or one year after sale of property.

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	<u>BUILDING RECORDS</u>
200.	<u>ADMINISTRATIVE CORRESPONDENCE AND MISCELLANEOUS CORRESPONDENCE INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORD SERIES</u> Dates: 2010- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical Recommendation: Retain for one (1) year then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.
201.	<u>ANNUAL REPORTS</u> Dates: 2007- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological These reports are for the following: 1. Permit types 2. Fees collected 3. Permits issued, etc. Recommendation: Retain for seven (7) years, then dispose of.
202.	<u>BUILDING PERMITS APPROVED BUT NEVER PICKED UP</u> Dates: 2003- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain for one (1) year after expiration of permit, then dispose of.

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203.	<u>BUILDING PERMIT FILES</u> Dates: 1971- Volume: 46 Cu. Ft. Annual Accumulation: 46 Cu. Ft. Arrangement: Numerical This record series consists of the following: 1. Building permit applications 2. Permit inspections 3. Plats of surveys 4. Plans, etc. 1971 - 2012 - electronic 2013 - 2014 - scanned Recommendation: Retain commercial files permanently. Retain residential files for five (5) years after expiration of permit, then dispose of.
204.	<u>CHECK REQUESTS</u> Dates: 2012- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.
205.	<u>CONTRACTOR'S LICENSE APPLICATIONS</u> Dates: 2012- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain for one (1) year after expiration, then dispose of.

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206.	<u>ELEVATOR INSPECTIONS</u> Dates: 2010- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain for five (5) years, then dispose of.
207.	<u>GARAGE SALE PERMITS</u> Dates: 2013- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one (1) year after expiration of permit, then dispose of.
208.	<u>I.C.C. CODE BOOKS</u> Dates: 1990- Volume: 8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological and Numerical B.O.C.A. stopped being maintained in 2003. Recommendation: Retain originals permanently. Retain copies until administrative use is complete, then dispose of.
209.	<u>NOTICE OF VIOLATION, TICKETS AND CITATIONS</u> Dates: 2010- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one (1) year after settlement, then dispose of.

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210.	<u>PERSONNEL FILES</u> Dates: 2010- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Transfer to Human Resource Department upon termination of employment.
211.	<u>REGISTERED MAIL RECEIPTS</u> Dates: 2012- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.
212.	<u>WATER METER PERMITS</u> Dates: 1990- Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical Recommendation: Dispose of original with meter. Retain duplicates until administrative use is complete, then dispose of.

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Item No.	Record Series Title, Description and Recommendation
	<u>CABLE RECORDS</u>
300.	<u>APPLICATIONS FOR EMPLOYMENT AND SUPPORTING DOCUMENTS</u> Dates: 2002- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain <u>solicited applications and supporting documents</u> for two (2) years from the date of the application, then dispose of. Retain <u>unsolicited applications and supporting documents</u> for one (1) year from the date of application, then dispose of.
301.	<u>BIDS, SPECIFICATIONS AND PROPOSALS</u> Dates: 2006- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain <u>successful bids</u> for ten (10) years after terms of the related contract are complete, then dispose of. Retain <u>unsuccessful bids</u> for three (3) years after rejection, then dispose of.
302.	<u>CABLE TELEVISION COMPLAINT FORMS</u> Dates: 2008- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for three (3) years following settlement of complaint, then dispose of.

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Item No.	Record Series Title, Description and Recommendation
303.	<u>D.V.D.'S OF VILLAGE RELATED MATTERS</u> Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one (1) year then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.
304.	<u>MODEL RELEASE FORMS</u> Dates: 2010- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.
305.	<u>PERSONNEL FILES</u> Dates: 2010- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Transfer to Human Resource Department upon termination of employment.
306.	<u>PURCHASE ORDERS (COPIES)</u> Dates: 2005- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one (1) year, then dispose of.

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Item No.	Record Series Title, Description and Recommendation
307.	<u>RECORDINGS OF VILLAGE BOARD MEETINGS</u> Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for thirty (30) days following date of last airing, then dispose of.
308.	<u>VIDEO BULLETIN BOARD MESSAGE APPLICATIONS</u> Dates: 2008- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one (1) year then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.

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Item No.	Record Series Title, Description and Recommendation
	<u>ENVIRONMENTAL RECORDS</u>
400.	<u>ADJUDICATION FILES</u> Dates: 1996- Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical This record series consists of the following: 1. Housing violation tickets 2. Court dockets 3. Liens, etc. Recommendation: Retain for three (3) years following settlement of case, then dispose of.
401.	<u>ADMINISTRATIVE CORRESPONDENCE AND MISCELLANEOUS CORRESPONDENCE INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORD SERIES</u> Dates: 2009- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain for one (1) year then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.
402.	<u>CHECK REQUESTS/PAYABLE</u> Dates: 2011- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain for two (2) years, then dispose of.

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Item No.	Record Series Title, Description and Recommendation
403.	<u>CLOSED BUSINESS FILES</u> Dates: 2009- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain for five (5) years following closure of business, then dispose of.
404.	<u>FORECLOSURE NOTICES</u> Dates: 2008- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain for one (1) year, then dispose of.
405.	<u>"FREEDOM OF INFORMATION ACT" REQUESTS AND DENIALS</u> Dates: 2010- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years after filing date, then dispose of, provided no review is pending with the Attorney General's Public Access Counselor.
406.	<u>HEALTH INSPECTIONS FOR BUSINESSES AND RESTAURANTS</u> Dates: 2009- Volume: 6 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical Recommendation: Retain for five (5) years, then dispose of.

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407.	<u>INSPECTOR'S DAILY LOGS</u> Dates: 2009- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years from date of last entry, then dispose of.
408.	<u>MULTI-FAMILY BUILDING INSPECTIONS</u> Dates: 2009- Volume: 12 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical Recommendation: Retain for five (5) years, then dispose of.
409.	<u>RENTAL LICENSES</u> Dates: 2007- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain for one (1) year after expiration of license, then dispose of.

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	<u>FINANCE RECORDS</u>
500.	<u>ACCOUNTS PAYABLE AND RECEIVABLE</u> Dates: 2008- Volume: 63 Cu. Ft. Annual Accumulation: 9 Cu. Ft. Arrangement: Alphabetical and Chronological Recommendation: Retain for seven (7) years, then dispose of.
501.	<u>ADMINISTRATIVE CORRESPONDENCE AND MISCELLANEOUS CORRESPONDENCE INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORD SERIES</u> Dates: 2014- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one (1) year then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.
502.	<u>AUDITS</u> Dates: 1970- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain one copy of each audit report permanently.

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503.	<u>BANKRUPTCY NOTICES AND DISCHARGES</u> Dates: 2005- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain notices for three (3) years, then dispose of. Retain discharges for seven (7) years after settlement, then dispose of.
504.	<u>BUDGETS AND/OR BUDGET WORKSHEETS</u> Dates: 2008- Volume: 14 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological Worksheets begin in 2012. Recommendation: Retain <u>budgets</u> for seven (7) years, then dispose of. Retain <u>budget worksheets/supporting documents</u> for two (2) years following approval of budget, then dispose of.
505.	<u>CANCELLED BONDS AND COUPONS</u> Dates: 2004- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain bond records transcripts, resolutions and certifications permanently. Retain other records (sale/purchase/agreements, etc.) in this series for ten (10) years after final redemption, then dispose of. Retain payment coupons for seven (7) years after cancellation, due date or redemption, then dispose of.

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506.	<u>CANCELLED CHECKS, BANK STATEMENTS AND DEPOSIT SLIPS</u> Dates: 2008- Volume: 26 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.
507.	<u>CASH REPORTS AND RECEIPTS</u> Dates: 2013- Volume: 35 Cu. Ft. Annual Accumulation: 16 Cu. Ft. Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.
508.	<u>CONTRACTS</u> Dates: 1976- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of.
509.	<u>ESCROW AND TRUST FUND RECORDS</u> Dates: 2007- Volume: 6 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.

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Item No.	Record Series Title, Description and Recommendation
510.	<u>FINAL METER READINGS</u> Dates: 2012- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one (1) year following settlement, then dispose of.
511.	<u>ILLINOIS MUNICIPAL RETIREMENT FUND RECORDS</u> Dates: 2001- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain <u>Designation of Beneficiary forms</u> until superseded or until terminated employees seventy-eighth (78th) birthday, (whichever occurs first) then dispose of. If employee has not retired by age seventy-eight (78), retain designation of beneficiary forms for ten (10) years after termination of employment, then dispose of. Retain all <u>other records</u> in this record series for seven (7) years, then dispose of.
512.	<u>INDUSTRIAL REVENUE BONDS</u> Dates: 1990- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for three (3) years after expiration or cancellation, then dispose of.

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Item No.	Record Series Title, Description and Recommendation
513.	<u>INSURANCE POLICIES AND CLAIMS</u> Dates: 2008- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical Recommendation: Retain policies that cover sexual misconduct for sixty (60) years, then dispose of. Retain policies that cover personal injuries to minors for twenty (20) years after expiration of policy, then dispose of. Retain other policies for seven (7) years after expiration of policy and retain claims for seven (7) years after settlement of claim, then dispose of.
514.	<u>INSURANCE RECORDS</u> Dates: 1999- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological This record series consists of the following: 1. Statements of value 2. Certificates of insurance 3. Renewal notices 4. Changes in coverage, etc. Recommendation: Retain for three (3) years following cancellation or expiration of related policy, then dispose of.

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Item No.	Record Series Title, Description and Recommendation
515.	<u>INVESTMENT RECORDS</u> Dates: 2002- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: <u>Retain certificates of deposit, securities, and treasury notes for seven (7) years following maturity, then dispose of. Retain other records within this series for seven (7) years, then dispose of.</u>
516.	<u>LEDGERS AND JOURNALS</u> Dates: 2007- Volume: 42 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.
517.	<u>MISCELLANEOUS LICENSE AND PERMIT APPLICATIONS</u> Dates: 2014- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical This record series consists of the following: 1. Street parking permits 2. Raffle licenses, etc. Recommendation: Retain for one (1) year after expiration, then dispose of.

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Item No.	Record Series Title, Description and Recommendation
518.	<u>MONTHLY, ANNUAL, YEAR TO DATE REPORTS (ALL AREAS)</u> Dates: 2013- Volume: 3 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological These reports are for the following: 1. Business licenses 2. Rentals 3. Alarms 4. Parking lot collections 5. Refuse, etc. Recommendation: Retain daily, weekly and monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.
519.	<u>OPERATING LICENSE FILES (BUSINESS, ALARMS, ETC.)</u> Dates: 2014- Volume: 6 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Alphabetical Recommendation: Retain for one (1) year after expiration of license, then dispose of.
520.	<u>PARKING TICKETS</u> Dates: 2014- Volume: 6 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Chronological Recommendation: Retain for one (1) year, then dispose of.

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Item No.	Record Series Title, Description and Recommendation
521.	<u>PAYROLL FILINGS (MISCELLANEOUS)</u> Dates: 2009- Volume: 10 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological This record series consists of the following: 1. 457 filings 2. Child support 3. I.D.E.S. quarterly/monthly filings 4. Flex claims, etc. Recommendation: Retain for seven (7) years, then dispose of.
522.	<u>PERSONNEL FILES</u> Dates: 2001- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Transfer to Human Resource Department upon termination of employment.
523.	<u>PROPERTY TAX RELIEF GRANT</u> Dates: 2006- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain for seven (7) years, then dispose of.
524.	<u>REAL ESTATE TRANSFER TAX REBATE APPLICATIONS</u> Dates: 2011- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain for one (1) year after expiration of application, then dispose of.

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Item No.	Record Series Title, Description and Recommendation
525.	<u>REAL ESTATE TRANSFER TAX STAMP AND COUNTY TAX RECEIPT FORM RECORDS</u> Dates: 2008- Volume: 21 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.
526.	<u>SPECIAL ASSESSMENT RECORDS</u> Dates: May 1987- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain audits and foreclosures permanently. Retain ledgers, cancelled bonds for seven (7) years after expiration of assessment, then dispose of.
527.	<u>STATE AND FEDERAL TAX STATEMENTS AND REPORTS (W-2'S, W-3'S, W-4'S, IL-941'S, IL-1099'S, ETC.)</u> Dates: 1995- Volume: 8 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Chronological Recommendation: Retain <u>W-4's</u> for five (5) years after termination of employment or until W-4 is superseded by a new W-4, then dispose of. Retain all <u>other tax forms</u> within this series for seven (7) years, then dispose of.

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Item No.	Record Series Title, Description and Recommendation
528.	<u>TIME RECORDS (SICK, VACATION, OVERTIME, LEAVES, COMPENSATORY, SWIPE RECORDS, SIGN IN/OUT, ETC.)</u> Dates: 2012- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of provided the information has been transferred to the employee's work history.
529.	<u>UTILITY DIRECT DEBIT RECORDS</u> Dates: 2008- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical Recommendation: Retain for seven (7) years, then dispose of.
530.	<u>UTILITY PAYMENT STUBS</u> Dates: 2014- Volume: 6 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Chronological Recommendation: Retain for one (1) year, then dispose of.
531.	<u>VILLAGE OWNED VEHICLE RECORDS</u> Dates: 1986- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical Recommendation: Dispose of with vehicle.

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Item No.	Record Series Title, Description and Recommendation
532.	<u>WATER METER CHANGE</u> Dates: 2013- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one (1) year then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.
533.	<u>WORKER'S COMPENSATION FILES</u> Dates: 2008- Volume: 7½ Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical Recommendation: Retain for seven (7) years following settlement of claim, then dispose of.

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Item No.	Record Series Title, Description and Recommendation
	<u>HUMAN RESOURCES</u>
600.	<u>APPLICATIONS FOR EMPLOYMENT AND SUPPORTING DOCUMENTS</u> Dates: 2013- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain <u>solicited applications and supporting documents for two (2) years from the date of the application, then dispose of. Retain unsolicited applications and supporting documents for one (1) year from the date of application, then dispose of.</u>
601.	<u>EMPLOYEE BENEFITS INVOICES AND STATEMENTS</u> Dates: 2006- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.

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Item No.	Record Series Title, Description and Recommendation
602.	<u>PERSONNEL FILES</u> Dates: 1981- Volume: 26 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical Recommendation: Retain individual work and salary history records for sixty (60) years or until terminated employee's seventy-eighth (78th) birthday, whichever occurs first, then dispose of. If the employee has not retired by age seventy-eight (78), retain the work and salary history records for ten (10) years after termination of employment, then dispose of. Retain all other records within this record series for five (5) years after termination of employment, then dispose of. If the employee is deceased retain entire file for five (5) years after date of death, then dispose of provided no litigation is pending or anticipated. If litigation is pending retain until conclusion of all judicial action (including appeals), then dispose of.

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Item No.	Record Series Title, Description and Recommendation
	<u>HUMAN SERVICES</u>
700.	<u>ADMINISTRATIVE CORRESPONDENCE AND MISCELLANEOUS CORRESPONDENCE INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORD SERIES</u> Dates: 2014- Volume: 1 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical Recommendation: Retain for one (1) year then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.
701.	<u>APPLICANT FILES FOR MEALS ON WHEELS – HOME DELIVERED MEALS</u> Dates: 2008- Volume: 1 ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain for six (6) years after inactivation of file, then dispose of.
702.	<u>APPLICATIONS FOR EMPLOYMENT AND SUPPORTING DOCUMENTS</u> Dates: 2014- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain <u>solicited applications and supporting documents</u> for two (2) years from the date of the application, then dispose of. Retain <u>unsolicited applications and supporting documents</u> for one (1) year from the date of application, then dispose of.

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Item No.	Record Series Title, Description and Recommendation
703.	<u>HOME CARE NURSING – HEALTH CLIENT FILES</u> Dates: 2009- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain for six (6) years after inactivation of file, then dispose of.
704.	<u>INOCULATION PERMISSION FORMS (FOR FLU SHOTS)</u> Dates: 2009- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for six (6) years after inactivation of file, then dispose of.
705.	<u>INOCULATION PERMISSION FORMS FOR HEPATITIS B SHOTS</u> Dates: 1988- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain for thirty (30) years after termination of employment, then dispose of.
706.	<u>LENDING CLOSET LOGS</u> Dates: 2009- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for three (3) years, then dispose of.

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Item No.	Record Series Title, Description and Recommendation
707.	<u>PERSONAL FILES (INCLUDES INTERN FILES)</u> Dates: 2014- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Transfer to the Human Resource Department upon termination of employment.
708.	<u>SOCIAL WORK CLIENT FILES</u> Dates: 2009- Volume: 6 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical This record series consists of the following: 1. Tax freeze records 2. Circuit breaker assistance 3. Financial assistance 4. Counseling records, etc. Recommendation: Retain for six (6) years after inactivation of file, then dispose of.
709.	<u>T.A.P. MINUTES AND ORDINANCES</u> Dates: (1992 - 1995) Volume: Negligible Annual Accumulation: None Arrangement: Chronological Recommendation: Retain permanently.

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Item No.	Record Series Title, Description and Recommendation
710.	<u>VOLUNTEER FILES</u> Dates: 2007- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical This record series consists of the following: 1. Results of background checks 2. Name, address, phone number of volunteer 3. Programs volunteering for, etc. Recommendation: Retain for five (5) years following completion of volunteer status, then dispose of.

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Item No.	Record Series Title, Description and Recommendation
	<u>INFORMATION TECHNOLOGY</u>
800.	<u>DATA SYSTEMS DOCUMENTATION</u> Dates: 2008- Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical Recommendation: Retain for the life of the program and data.
801.	<u>DATA SYSTEM HISTORY REPORTS</u> Dates: 2009- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain daily, weekly and monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.
802.	<u>DATA SYSTEM PROJECT LOGS</u> Dates: 2009- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years from date of last entry, then dispose of.
803.	<u>VOLUME TABLE OF CONTENTS</u> Dates: 2010- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain until updated or superseded.

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Item No.	Record Series Title, Description and Recommendation
	<u>PLANNING</u>
900.	<u>ADMINISTRATIVE CORRESPONDENCE AND MISCELLANEOUS CORRESPONDENCE INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORD SERIES</u> Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for one (1) year then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.
901.	<u>APPLICATIONS FOR EMPLOYMENT AND SUPPORTING DOCUMENTS</u> Dates: 1985- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain <u>solicited applications and supporting documents</u> for two (2) years from the date of the application, then dispose of. Retain <u>unsolicited applications and supporting documents</u> for one (1) year from the date of application, then dispose of.
902.	<u>BUSINESS LICENSE APPLICATIONS</u> Dates: 2010- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain for five (5) years following closing of business, then dispose of.

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Item No.	Record Series Title, Description and Recommendation
903.	<u>CERTIFICATE OF CENSUS</u> Dates: 1970- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.
904.	<u>COMMUNITY DEVELOPMENT BLOCK GRANT RECORDS</u> Dates: 1984- Volume: 28 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological Recommendation: Retain for three (3) years, then dispose of.
905.	<u>FA ADE PROGRAM (NON CDBG FILES)</u> Dates: 1983- Volume: 9 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for three (3) years, then dispose of.
906.	<u>PERSONNEL FILES (COPIES)</u> Dates: 1990- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Transfer to Human Resource Department upon termination of employment.

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907.	<u>PLANNING AND ZONING COMMISSION FILES</u> Dates: 1961- Volume: 4 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological This record series consists of the following: 1. Staff reports 2. Memos 3. Project plans 4. Research, etc. Recommendation: Retain approved files permanently. Retain denied files for one (1) year after denial, then dispose of.
908.	<u>REQUESTS FOR PAYMENT ON LETTERS OF CREDIT AND STATUS OF FUNDS REPORTS (DRAW DOWNS)</u> Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for three (3) years after final program year, then dispose of.
909.	<u>TAX INCREMENT FINANCING DISTRICT RECORDS</u> Dates: 1986- Volume: 1½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain <u>records establishing and expanding district</u> until district is dissolved, then dispose of. Retain <u>minutes, hearing records and study session records</u> permanently. Retain <u>financial records</u> for seven (7) years, then dispose of. Retain <u>survey files</u> for one (1) year, then dispose of.