

RECORDS DISPOSAL CERTIFICATE RECEIVED

TO: Local Records Commission
Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

APR - 4 2024

APPLICATION #: 22-012C

COUNTY: Cook

FROM: Buffalo Grove Park District

(Agency Division)

ADDRESS: 530 Bernard Drive

(Street, P.O. Box)

Buffalo Grove, IL, 60089

(City, ZIP)


CONTACT TELEPHONE: (847) 850-2114

CONTACT EMAIL: jshort@bgparks.org

Directions:

1. Fill in all blanks and columns.
2. Application item numbers must be listed in numerical order.
3. Record series titles must be listed as they appear on application.
4. Sign and send certificate to above address or email to recordsmgt@ilsos.gov.
5. Retain records until approved copy is returned.

LOC.REC.COMM.

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
2	Accident Reports	5/16 to 4/17	1 Cu Ft ✓
3	Administrative Correspondence Files - includes e-mails classified as General Correspondence & not related to Another Record Series: Copies	5/22 to 4/23	1.5 Cu Ft/2 MB
5	Application for Usage of Park District Facilities	5/21 to 4/22	.1 Cu Ft ✓
8	Attendance Records	5/20 to 4/21	1 Cu Ft ✓
10	Bank Statements, Deposit Slips and Checks	5/16 to 4/17	.1 Cu Ft ✓
11	Bids, Specifications and Proposals	5/13 to 4/14	.1 Cu Ft ✓
12	Bond Records	5/13 to 4/14	.1 Cu Ft ✓
13	Budgets and/or Budget Worksheets	5/16 to 4/17	.1 Cu Ft ✓
14	Certificates of Insurance	5/20 to 4/21	.1 Cu Ft ✓
15	Certificate of Publication, Newspaper Clippings, Hearing Notices	5/22 to 4/23	.1 Cu Ft ✓
16	Certified Payroll Records	5/20 to 4/21	.1 Cu Ft ✓
			Total Volume from all pages Cu. Ft. <u>2.1</u> MB/GB <u>2 MB</u>

If any of the above records are microfilmed, I hereby certify that they have been reproduced in compliance with standards given in Sections 4000.50 and 4500.50 of the Regulations of the Local Records Commissions.

If the records are digitized, I certify that they have been reproduced in compliance with standards given in Sections 4000.70 / 4500.70 and will be maintained in compliance with standards given in Sections 4000.80 / 4500.80 of the Regulations of the Local Records Commissions.

I hereby certify that, in compliance with authorization received from the Local Records Commission, the records listed above will be disposed of on or after:

5/16/24
 Disposal date set by the ILSOS
 John Short
 Signature of the Agency Official
 John Short Director of Business Services
 Print Agency Official name and title on line above

LCB
 Approved by ILSOS
 3/14/24
 Submission Date

Prepared by: John Short

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

**RECORDS DISPOSAL CERTIFICATE
SUPPLEMENTAL PAGE**
APPLICATION NO.: 22:012CCOUNTY: CookFROM: Buffalo Grove Park District
(Agency, Division)

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
17	COBRA Records	5/18 to 4/19	.1 Cu Ft ✓
19	Construction/Project Files	5/13 to 4/14	.3 Cu Ft ✓
20	Contracts, Leases and Agreements for Goods and/or Services	5/13 to 4/14	.1 Cu Ft ✓
21	Donation and Sale of Equipment Records	5/16 to 4/17	.1 Cu Ft ✓
22	Driver's Abstracts	5/21 to 4/22	.1 Cu Ft ✓
23	Drug Dispensing Logs	5/17 to 4/18	.1 Cu Ft ✓
24	Election Records	5/22 to 4/23	.1 Cu Ft ✓
26	Employment Applications	5/21 to 4/22	.2 Cu Ft ✓
27	Extended Guest Pass Application and Waivers	5/20 to 4/21	.5 Cu Ft ✓
28	Family Medical Leave Act/FMLA Records	5/20 to 4/21	.1 Cu Ft ✓
29	Field Trip Sign In/Sign Out Records	5/21 to 4/22	.5 Cu Ft ✓
30	Fitness Center Membership Records	5/22 to 4/23	2 Cu Ft ✓
31	Freedom of Information Act Requests and Denials	5/21 to 4/22	.1 Cu Ft ✓
32	Grant Records	5/20 to 4/21	.1 Cu Ft ✓
36	Inspections - AED's, Sprinklers & Fire Equipment	5/21 to 4/22	.1 Cu Ft ✓
37	Insurance Policies and Claims	5/14 to 4/16	1 Cu Ft ✓
38	Intergovernmental Agency Agreements	5/18 to 4/19	.1 Cu Ft ✓
39	Inventories of Equipment and Supplies	5/21 to 4/22	.1 Cu Ft ✓
41	Invoices, Vouchers and Paid Bills	5/16 to 4/17	4 Cu Ft ✓
42	Job Descriptions	5/18 to 4/19	.1 Cu Ft ✓
43	Ledgers, Journals and Registers	5/16 to 4/17	.1 Cu Ft ✓
44	Loyalty Oath of Commissioners	5/21 to 4/22	.1 Cu Ft ✓
45	Material Safety Data Sheets	5/18 to 4/19	.1 Cu Ft ✓
47	Daily, Monthly, Annual, Year to Date Reports	5/16 to 4/17	.1 Cu Ft ✓
49	Open Meetings Act Certifications of Completion of Training Act and Open Meetings Act Certificates	5/18 to 4/19	.1 Cu Ft ✓
51	OSHA Logs	5/18 to 4/19	.1 Cu Ft ✓
53	Participant's Sign In/Sign Out Records	5/21 to 4/22	.5 Cu Ft ✓
54	Patron's Suggestions and Complaints	5/21 to 4/22	.1 Cu Ft ✓
55	Personnel Service Contracts	5/18 to 4/19	.1 Cu Ft ✓
56	Petty Cash Records	5/21 to 4/22	.1 Cu Ft ✓
57	Playground Inspections	5/21 to 4/22	.1 Cu Ft ✓
59	Pool Inspections	5/21 to 4/22	.1 Cu Ft ✓
60	Pool Water Analysis and Park District Lab Reports	5/13 to 4/14	.1 Cu Ft ✓
61	Program Records	5/20 to 4/21	1 Cu Ft ✓
62	Program Registration Forms and Insurance Waivers	5/20 to 4/21	4 Cu Ft ✓
64	Receipts (For Cash, Credit, Etc.)	5/21 to 4/22	.5 Cu Ft ✓
67	Refund Requests Receipts/Program Change Forms	5/21 to 4/22	1 Cu Ft ✓

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APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
68	Rental Schedules	5/16 to 4/17	.1 Cu Ft ✓
69	Salary Surveys	5/16 to 4/17	.1 Cu Ft ✓
71	State and Federal Tax Reports/Statements	5/16 to 4/17	.1 Cu Ft ✓
72	Time Records (Sick, Vacation, Overtime, Leaves Compensatory, Swlpe Records, Sign In/Out Etc.)	5/16 to 4/17	1 Cu Ft ✓
73	Unemployment Claim Records	5/16 to 4/17	.1 Cu Ft ✓
74	U.S. Immigration and Naturalization Service Form I-9 Employment Verification Forms	5/20 to 4/21	.1 Cu Ft ✓
75	Vehicle and Equipment Maintenance Records	5/22 to 4/23	.1 Cu Ft ✓
76	Volunteer Applications	5/18 to 4/19	.1 Cu Ft ✓
77	Work Orders	5/22 to 4/23	.1 Cu Ft ✓
78	Worker's Compensation Records	5/16 to 4/17	.1 Cu Ft ✓