

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

AGENCY

Buffalo Grove Park District

ADDRESS

530 Bernard Drive

CITY

Buffalo Grove

ZIP

60089

PHONE

847-850-2114

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.

JOHN R. SHORT

MAY 5, 2022

Signature of Agency Head

Date

Director of Business Services

Approval:

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

Tanya Anthony

Chair

David Joens

Director, State Archives

June 14, 2022

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 thirty (30) 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 02:029C

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 |
|----------|---|
| 1. | <p><u>APPLICATIONS FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND LOCAL RECORDS DISPOSAL CERTIFICATES</u></p> <p>Dates: 1992-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p> |
| 2. | <p><u>ACCIDENT REPORTS</u></p> <p>Dates: May 2014-
Volume: 1 ½ Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p> |
| 3. | <p><u>ADMINISTRATIVE FILES AND MISCELLANEOUS CORRESPONDENCE, INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORDS SERIES; COPIES, REFERENCE MATERIALS, PUBLICATIONS, ETC.</u></p> <p>Dates: May 2014-
Volume: 1 ½ Cubic Feet/3 M.B.
Annual Accumulation: Negligible/.5 M.B.
Arrangement: Alphabetical</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> |
| 4. | <p><u>ANNUAL FINANCIAL STATEMENT FOR PUBLICATION</u></p> <p>Dates: May 1993-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p> |

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5.	<p data-bbox="256 365 1201 399"><u>APPLICATION FOR USAGE OF PARK DISTRICT FACILITIES</u></p> <p data-bbox="256 436 950 577">Dates: May 2019- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 615 1526 682">Recommendation: Retain for two (2) years following completion of terms of usage, then dispose of.</p>
6.	<p data-bbox="256 720 454 753"><u>APPRAISALS</u></p> <p data-bbox="256 791 950 932">Dates: 2002- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 970 1526 1037">Recommendation: Retain for three (3) years after superseded by a new appraisal, then dispose of.</p>
7.	<p data-bbox="256 1075 722 1108"><u>ASBESTOS REMOVAL RECORDS</u></p> <p data-bbox="256 1146 950 1287">Dates: 1992- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 1325 966 1365">Recommendation: Retain permanently.</p>
8.	<p data-bbox="256 1400 609 1434"><u>ATTENDANCE RECORDS</u></p> <p data-bbox="256 1472 950 1612">Dates: May 2019- Volume: 3 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological</p> <p data-bbox="256 1650 1404 1690">Recommendation: Retain for two (2) years, then dispose of.</p>

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9.	<p data-bbox="258 365 378 396"><u>AUDITS</u></p> <p data-bbox="258 436 948 575">Dates: 1981- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="258 617 1365 653">Recommendation: Retain one (1) copy of each permanently.</p>
10.	<p data-bbox="258 688 1052 720"><u>BANK STATEMENTS, DEPOSIT SLIPS AND CHECKS</u></p> <p data-bbox="258 760 948 898">Dates: May 2014- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="258 940 1443 976">Recommendation: Retain for seven (7) years, then dispose of.</p>
11.	<p data-bbox="258 1012 919 1043"><u>BIDS, SPECIFICATIONS AND PROPOSALS</u></p> <p data-bbox="258 1083 1276 1222">Dates: May 2011- Volume: 1 ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical</p> <p data-bbox="258 1264 1528 1402">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.</p>

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12.	<p data-bbox="258 369 492 394"><u>BOND RECORDS</u></p> <p data-bbox="258 443 943 579">Dates: May 2005- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="258 621 1523 898">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.</p>
13.	<p data-bbox="258 940 873 966"><u>BUDGETS AND/OR BUDGET WORKSHEETS</u></p> <p data-bbox="258 1014 943 1150">Dates: May 2014- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="258 1192 1523 1365">Recommendation: Retain budgets for seven (7) years, then dispose of. Retain budget worksheets for two (2) years following approval of budget, then dispose of. Copies: retain until usefulness of record is complete, then dispose of.</p>
14.	<p data-bbox="258 1407 743 1432"><u>CERTIFICATES OF INSURANCE</u></p> <p data-bbox="258 1480 927 1617">Dates: May 2018- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="258 1659 1523 1759">Recommendation: Retain for three (3) years following cancellation or expiration of certificate, then dispose of.</p>

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15.	<p data-bbox="261 365 1414 432"><u>CERTIFICATES OF PUBLICATION, NEWSPAPER CLIPPINGS, NOTICES OF HEARINGS, ETC.</u></p> <p data-bbox="261 474 948 615">Dates: 1992- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 653 1386 688">Recommendation: Retain for one (1) year, then dispose of.</p>
16.	<p data-bbox="261 724 743 760"><u>CERTIFIED PAYROLL RECORDS</u></p> <p data-bbox="261 798 948 938">Dates: May 2016- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 976 1446 1010">Recommendation: Retain for three (3) years, then dispose of.</p>
17.	<p data-bbox="261 1045 610 1081"><u>C.O.B.R.A. RECORDS</u></p> <p data-bbox="261 1119 1276 1260">Dates: 2000- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical</p> <p data-bbox="261 1297 1487 1367">Recommendation: Retain for five (5) years after termination of employment, then dispose of.</p>
18.	<p data-bbox="261 1402 1263 1438"><u>COMPREHENSIVE AND MASTER PLANS FOR THE PARK DISTRICT</u></p> <p data-bbox="261 1476 948 1617">Dates: 1971- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1654 969 1688">Recommendation: Retain permanently.</p>

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19.	<p data-bbox="261 369 764 401"><u>CONSTRUCTION/PROJECT FILES</u></p> <p data-bbox="261 443 1276 579">Dates: May 2011- Volume: 2 ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical</p> <p data-bbox="261 621 857 653">This record series consists of:</p> <ol data-bbox="310 657 818 905" style="list-style-type: none">1. Plans2. Invoices3. Reports4. Permits5. Blueprints6. Specifications7. Contractor's bonds, etc. <p data-bbox="261 947 1529 1083">Recommendation: Retain construction plans, blueprints, and specifications permanently. Retain other records for ten (10) years following completion of project, then dispose of.</p>
20.	<p data-bbox="261 1125 1304 1157"><u>CONTRACTS, LEASES AND AGREEMENTS FOR GOODS OR SERVICES</u></p> <p data-bbox="261 1199 1276 1335">Dates: 1982- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical</p> <p data-bbox="261 1377 1529 1545">Recommendation: Retain contracts and contract renewals for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of. Copies: retain for two (2) years, then dispose of.</p>
21.	<p data-bbox="261 1587 997 1619"><u>DONATION AND SALE OF EQUIPMENT RECORDS</u></p> <p data-bbox="261 1661 951 1797">Dates: 1992- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1839 1446 1871">Recommendation: Retain for seven (7) years, then dispose of.</p>

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22.	<p data-bbox="261 365 610 394"><u>DRIVER'S ABSTRACTS</u></p> <p data-bbox="261 436 1276 579">Dates: 2015- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical</p> <p data-bbox="261 621 1446 684">Recommendation: Retain until administrative use is complete, then dispose of.</p>
23.	<p data-bbox="261 726 651 756"><u>DRUG DISPENSING LOGS</u></p> <p data-bbox="261 798 951 940">Dates: 2015- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 982 1406 1010">Recommendation: Retain for six (6) years, then dispose of.</p>
24.	<p data-bbox="261 1052 578 1081"><u>ELECTION RECORDS</u></p> <p data-bbox="261 1123 951 1266">Dates: May 2020- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1308 1390 1335">Recommendation: Retain for one (1) year, then dispose of.</p>
25.	<p data-bbox="261 1377 724 1407"><u>EMPLOYEE PERSONNEL FILES</u></p> <p data-bbox="261 1449 935 1591">Dates: May 2016- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="261 1633 1533 1976">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. If the employee is deceased retain entire file for five (5) years after date of death, then</p>

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dispose of provided no litigation is pending or anticipated.
Retain all other records and supporting documents within this record series that are not covered under another record series for seven (7) years from date of generation, then dispose of.

26. EMPLOYMENT APPLICATIONS

Dates: May 2019-
Volume: ½ Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain solicited applications and supporting documents for two (2) years from date of the application, then dispose of. Retain unsolicited applications and supporting documents for one (1) year from date of the application, then dispose of.

27. EXTENDED GUEST PASS APPLICATION AND WAIVERS

Dates: May 2018-
Volume: 2 Cubic Feet
Annual Accumulation: ½ Cubic Feet
Arrangement: Numerical

Recommendation: Retain for three (3) years, then dispose of.

28. FAMILY MEDICAL LEAVE ACT/FMLA RECORDS

Dates: 2005-
Volume: 1 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain three (3) years providing employee time information has been transferred to work history record and medical record information has been transferred to employee medical file.

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29.	<p data-bbox="261 367 841 401"><u>FIELD TRIP SIGN IN/OUT RECORDS</u></p> <p data-bbox="261 436 948 579">Dates: May 2019- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 619 1406 653">Recommendation: Retain for two (2) years, then dispose of.</p>
30.	<p data-bbox="261 688 898 722"><u>FITNESS CENTER MEMBERSHIP RECORDS</u></p> <p data-bbox="261 758 948 900">Dates: 2000- Volume: 42 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Alphabetical</p> <p data-bbox="261 940 857 974">This record series consists of:</p> <ol data-bbox="313 974 708 1150" style="list-style-type: none">1. Applications2. Medical releases3. Member check lists4. Cancellation forms5. Exit surveys, etc. <p data-bbox="261 1190 1531 1262">Recommendation: Retain for one (1) year following expiration of membership, then dispose of.</p>
31.	<p data-bbox="261 1297 1166 1331"><u>FREEDOM OF INFORMATION ACT REQUESTS AND DENIALS</u></p> <p data-bbox="261 1367 948 1509">Dates: May 2019- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1549 1531 1650">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.</p>

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32. GRANT RECORDS
- Dates: May 2018-
Volume: ½ Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological and Alphabetical
- This record series consists of:
1. Sketches
 2. Applications
 3. Project reports
 4. Purchase orders
 5. Invoices, etc.
- Recommendation: Retain for three (3) years following date of final expenditure report, then dispose of.
33. HEALTH DEPARTMENT PERMITS/INSPECTIONS
- Dates: May 2019-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological
- Recommendation: Retain for five (5) years, then dispose of.
34. ILLINOIS MUNICIPAL RETIREMENT FUND RECORDS
- Dates: 1985-
Volume: ½ Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological
- Recommendation: Retain designation of beneficiary forms until superseded by new designation or until terminated employee's seventy-eighth (78th) birthday, whichever occurs first, then dispose of. If employee has not retired by age seventy-eight (78th), retain designation of beneficiary for ten (10) years after termination of employee, then dispose of. Retain all other records within this record series for seven (7) years, then dispose of.

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35. INDIVIDUAL PAYROLL EARNING REPORTS AND RECORDS
- Dates: 1971-
Volume: 2 ½ Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological and Alphabetical
- Recommendation: Retain individual earnings records for sixty (60) years or until terminated employee's seventy-eighth (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.
- If the employee is deceased retain 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.
36. INSPECTIONS (VARIOUS TYPES)
- Dates: May 2016-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological
- These inspections are for:
1. AED's
 2. Sprinklers
 3. Fire Alarms
 4. Extinguishers, etc.
- Recommendation: Retain for two (2) years, then dispose of.

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37.	<p data-bbox="261 365 821 390"><u>INSURANCE POLICIES AND CLAIMS</u></p> <p data-bbox="261 436 948 575">Dates: May 2014- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 621 1523 903">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.</p>
38.	<p data-bbox="261 940 935 966"><u>INTERGOVERNMENTAL AGENCY AGREEMENTS</u></p> <p data-bbox="261 1012 1276 1150">Dates: 2000- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical</p> <p data-bbox="261 1197 1523 1260">Recommendation: Retain for five (5) years following completion of terms of the agreement, then dispose of.</p>
39.	<p data-bbox="261 1297 976 1323"><u>INVENTORIES OF EQUIPMENT AND SUPPLIES</u></p> <p data-bbox="261 1369 1219 1507">Dates: May 2019- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Numerical</p> <p data-bbox="261 1554 1523 1617">Recommendation: Retain for two (2) years after superseded by a new inventory, then dispose of.</p>

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40.	<p data-bbox="261 365 607 390"><u>INVESTMENT RECORDS</u></p> <p data-bbox="261 436 943 575">Dates: 1985- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 621 1523 793">Recommendation: Retain certificates of deposit, securities, and treasury notes for seven (7) years after date of maturity, then dispose of. Retain other records within this series for seven (7) years, then dispose of.</p>
41.	<p data-bbox="261 831 1523 898"><u>INVOICES, VOUCHERS, AND PAID BILLS (INCLUDES CHECK STUBS, COPIES, REQUESTS, ETC.)</u></p> <p data-bbox="261 940 1273 1079">Dates: May 2014- Volume: 14 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Alphabetical and Chronological</p> <p data-bbox="261 1121 1442 1150">Recommendation: Retain for seven (7) years, then dispose of.</p>
42.	<p data-bbox="261 1188 570 1213"><u>JOB DESCRIPTIONS</u></p> <p data-bbox="261 1260 927 1398">Dates: May 2014- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="261 1440 1523 1512">Recommendation: Retain for five (5) years following update or supersedence, then dispose of.</p>

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43.	<p data-bbox="261 369 857 401"><u>LEDGERS, JOURNALS AND REGISTERS</u></p> <p data-bbox="261 443 948 579">Dates: May 2014- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 621 1143 653">These ledgers, journals and registers are for:</p> <ol data-bbox="313 657 727 831" style="list-style-type: none">1. General2. Accounts payable3. Accounts receivable4. Disbursements5. Receipts, etc. <p data-bbox="261 873 1528 1010">Recommendation: Retain daily, weekly and monthly reports for two (2) years, then dispose of. Retain annual/year-to-date reports for seven (7) years, then dispose.</p>
44.	<p data-bbox="261 1052 954 1083"><u>LOYALTY OATHS OF COMMISSIONERS, ETC.</u></p> <p data-bbox="261 1125 948 1262">Dates: 1969- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1304 1528 1367">Recommendation: Retain for two (2) years following term of office, then dispose of.</p>
45.	<p data-bbox="261 1409 786 1440"><u>MATERIAL SAFETY DATA SHEETS</u></p> <p data-bbox="261 1482 932 1619">Dates: May 2011- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="261 1661 1528 1759">Recommendation: Retain for five (5) years after replacement or agency discontinues use of item, then dispose of.</p>

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46.	<p data-bbox="256 365 626 390"><u>MINUTES AND AGENDAS</u></p> <p data-bbox="256 436 946 575">Dates: 1969- Volume: 5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 617 1156 651">Recommendation: Retain originals permanently.</p>
47.	<p data-bbox="256 688 1333 714"><u>DAILY, MONTHLY, ANNUAL, YEAR TO DATE REPORTS (ALL AREAS)</u></p> <p data-bbox="256 760 946 898">Dates: 1994- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 940 1526 1079">Recommendation: Retain daily, weekly, and monthly reports for two (2) years, then dispose of. Retain annual/year-to-date reports for seven (7) years, then dispose.</p>
48.	<p data-bbox="256 1117 1089 1142"><u>NEWSLETTERS, BROCHURES OF THE PARK DISTRICT</u></p> <p data-bbox="256 1188 946 1327">Dates: 2010- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 1369 1214 1402">Recommendation: Retain one (1) copy permanently.</p>
49.	<p data-bbox="256 1440 1453 1507"><u>OPEN MEETINGS ACT CERTIFICATIONS OF COMPLETION OF TRAINING ACT AND OPEN MEETINGS ACT CERTIFICATES</u></p> <p data-bbox="256 1549 946 1688">Dates: 2010- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="256 1730 1520 1940">Recommendation: Retain records of designees and elected or appointed officials required to be tested annually for five (5) years after completion of training, then dispose of. Retain records of other elected or appointed officials for five (5) years after leaving office, then dispose of.</p>

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50. ORDINANCES AND RESOLUTIONS
- Dates: 1969-
Volume: 3 ½ Cubic Feet
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.
51. OSHA LOGS
- Dates: May 2016-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological
- Recommendation: Retain for five (5) years following end of calendar year, then dispose of.
52. PARK DISTRICT OWNED PROPERTY RECORDS
- Dates: 1969-
Volume: 4 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical
- This record series consists of:
1. Annexations
 2. Easements
 3. Titles, etc.
- Recommendation: Retain permanently or one (1) year after sale of property.

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53.	<p data-bbox="261 369 898 401"><u>PARTICIPANT'S SIGN IN/OUT RECORDS</u></p> <p data-bbox="261 443 948 579">Dates: May 2019- Volume: 2 Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Chronological</p> <p data-bbox="261 621 1528 688">Recommendation: Retain for two (2) years from date of last entry, then dispose of.</p>
54.	<p data-bbox="261 726 938 758"><u>PATRON'S SUGGESTIONS AND COMPLAINTS</u></p> <p data-bbox="261 800 948 936">Dates: 2015- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 978 1528 1119">Recommendation: Retain complaints for two (2) years following settlement of complaint, then dispose of. Retain suggestions until administrative use is complete, then dispose of.</p>
55.	<p data-bbox="261 1157 784 1188"><u>PERSONNEL SERVICE CONTRACTS</u></p> <p data-bbox="261 1230 948 1367">Dates: 2000- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1409 1528 1476">Recommendation: Retain for five (5) years following completion of terms of contract, then dispose of.</p>
56.	<p data-bbox="261 1514 613 1545"><u>PETTY CASH RECORDS</u></p> <p data-bbox="261 1587 948 1724">Dates: 1992- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1766 1409 1799">Recommendation: Retain for two (2) years, then dispose of.</p>

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57.	<p data-bbox="261 369 683 399"><u>PLAYGROUND INSPECTIONS</u></p> <p data-bbox="261 443 946 583">Dates: May 2018- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 625 1403 653">Recommendation: Retain for two (2) years, then dispose of.</p>
58.	<p data-bbox="261 695 1029 724"><u>POLICIES, PROCEDURES AND PARK ORDINANCES</u></p> <p data-bbox="261 768 946 909">Dates: 1992- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 951 1292 978">Recommendation: Retain one copy of each permanently.</p>
59.	<p data-bbox="261 1020 570 1050"><u>POOL INSPECTIONS</u></p> <p data-bbox="261 1094 946 1234">Dates: May 2019- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1276 1403 1304">Recommendation: Retain for two (2) years, then dispose of.</p>
60.	<p data-bbox="261 1346 1203 1375"><u>POOL WATER ANALYSIS AND PARK DISTRICT LAB REPORTS</u></p> <p data-bbox="261 1419 946 1560">Dates: 1992- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1602 1425 1629">Recommendation: Retain for ten (10) years, then dispose of.</p>

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61.	<p data-bbox="261 365 548 392"><u>PROGRAM RECORDS</u></p> <p data-bbox="261 436 927 579">Dates: May 2019- Volume: 3 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Alphabetical</p> <p data-bbox="261 619 1442 653">Recommendation: Retain for three (3) years, then dispose of.</p>
62.	<p data-bbox="261 688 1182 716"><u>PROGRAM REGISTRATION FORMS AND INSURANCE WAIVERS</u></p> <p data-bbox="261 760 1273 903">Dates: May 2018- Volume: 14 Cubic Feet Annual Accumulation: 4 Cubic Feet Arrangement: Alphabetical and Chronological</p> <p data-bbox="261 942 1528 1115">Recommendation: Retain adults for three (3) years, then dispose of. Juveniles-Agency should consider saving waivers for juveniles involved in accidents/incidents for one (1) year after legal age.</p>
63.	<p data-bbox="261 1150 743 1178"><u>QUESTIONAIRES AND SURVEYS</u></p> <p data-bbox="261 1222 948 1365">Dates: 1992- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1404 1386 1438">Recommendation: Retain for one (1) year, then dispose of.</p>
64.	<p data-bbox="261 1474 894 1501"><u>RECEIPTS (FOR CASH, CREDIT, ETC.)</u></p> <p data-bbox="261 1545 969 1688">Dates: May 2019- Volume: 1 ½ Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Chronological</p> <p data-bbox="261 1728 1406 1761">Recommendation: Retain for two (2) years, then dispose of.</p>

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65.	<p data-bbox="261 367 686 394"><u>RECORDINGS OF MEETINGS</u></p> <p data-bbox="261 436 948 577">Dates: 2015- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 619 894 688">Audio recordings go back to 2015. Video recordings go back to 2022.</p> <p data-bbox="261 730 1484 865">Recommendation: Retain audio recordings for sixty (60) days after adoption of minutes, then dispose of. Retain video recordings thirty (30) days after date of meeting, then dispose of.</p>
66.	<p data-bbox="261 907 610 934"><u>REFERENDUM RECORDS</u></p> <p data-bbox="261 976 971 1117">Dates: 1976- Volume: 1 ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1159 1533 1264">Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>
67.	<p data-bbox="261 1306 1227 1333"><u>REFUND REQUESTS RECEIPTS, AND PROGRAM CHANGE FORMS</u></p> <p data-bbox="261 1375 951 1516">Dates: May 2019- Volume: 3 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological</p> <p data-bbox="261 1558 1409 1585">Recommendation: Retain for two (2) years, then dispose of.</p>
68.	<p data-bbox="261 1627 574 1654"><u>RENTAL SCHEDULES</u></p> <p data-bbox="261 1696 951 1837">Dates: 1992- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1879 1448 1906">Recommendation: Retain for seven (7) years, then dispose of.</p>

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69.	<p><u>SALARY SURVEYS</u></p> <p>Dates: May 2014- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
70.	<p><u>SALES TAX EXEMPTION CERTIFICATES</u></p> <p>Dates: 1990- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
71.	<p><u>STATE AND FEDERAL TAX STATEMENTS AND REPORTS (W-2'S, W-3'S, W-4'S, W-9'S, IL-501'S, 941, 1099'S, ETC.)</u></p> <p>Dates: May 2014- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain W-4's for five (5) years after termination of employment or until W-4 is superseded by a new W-4, then dispose of. Retain all other tax forms in this record series for seven (7) years, then dispose of.</p>
72.	<p><u>TIME RECORDS (SICK, VACATION, OVERTIME, LEAVES, COMPENSATORY, SWIPE RECORDS SIGN IN/OUT, ETC.)</u></p> <p>Dates: May 2019- Volume: 2 ½ Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years then dispose of provided the information has been transferred to the employee's work history, then dispose of.</p>

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73.	<p data-bbox="261 373 764 401"><u>UNEMPLOYMENT CLAIM RECORDS</u></p> <p data-bbox="261 443 948 583">Dates: May 2014- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 625 1446 653">Recommendation: Retain for seven (7) years, then dispose of.</p>
74.	<p data-bbox="261 695 1479 758"><u>U.S. IMMIGRATION AND NATURALIZATION SERVICE FORM I-9 EMPLOYMENT ELIGIBILITY VERIFICATION FORMS</u></p> <p data-bbox="261 800 932 940">Dates: 2017- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="261 982 1533 1192">Recommendation: If person is employed for less than three years, retain for three (3) years after date of hire, then dispose of. If person is employed for three years or longer, then retain for one (1) year after termination of employment, then dispose of.</p>
75.	<p data-bbox="261 1234 1052 1262"><u>VEHICLE AND EQUIPMENT MAINTENANCE RECORDS</u></p> <p data-bbox="261 1304 1279 1444">Dates: 1992- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical</p> <p data-bbox="261 1486 1533 1549">Recommendation: Retain until equipment is sold, traded, or junked, then dispose of.</p>
76.	<p data-bbox="261 1591 691 1619"><u>VOLUNTEER APPLICATIONS</u></p> <p data-bbox="261 1661 954 1801">Dates: 2015- Volume: 8 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological</p> <p data-bbox="261 1843 1533 1904">Recommendation: Retain for five (5) years following completion of volunteer status, then dispose of.</p>

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77.	<p data-bbox="261 365 477 390"><u>WORK ORDERS</u></p> <p data-bbox="261 436 948 579">Dates: 1992- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 617 1386 653">Recommendation: Retain for one (1) year, then dispose of.</p>
78.	<p data-bbox="261 688 821 714"><u>WORKER'S COMPENSATION RECORDS</u></p> <p data-bbox="261 760 948 903">Dates: May 2014- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 940 1528 1012">Recommendation: Retain for seven (7) years following settlement of claim, then dispose of.</p>