

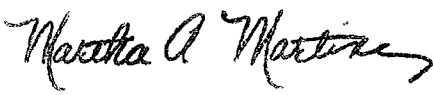
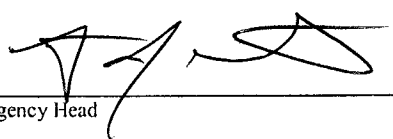
State of Illinois
Local Records Unit
Margaret Cross Norton Bldg.
Springfield, Illinois 62756
Telephone (217)782-7076

Local Records Commission
Of Cook County, Illinois

Application No. 12:018C

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

Page 1 of 13

AGENCY City of Chicago Department of Innovation and Technology		Approval: Local Records Commission Of Cook County, Illinois County Building – Room 801 Chicago, Illinois 60602 (312)603-7832	
ADDRESS 50 W. Washington St.			
CITY Chicago	ZIP 60602		
PHONE (312)744-5844		CHAIRMAN	
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.  Signature of Agency Head 7/24/12 Date Brett Goldstein, Chief Information Officer			
		DIRECTOR, STATE ARCHIVES	
		August 14, 2012 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 Local Records Disposal Certificates are to be retained permanently by the agency.

Secretary of State
Local Records Unit
Margaret Cross Norton Bldg.
Springfield, Illinois 62756
Telephone (217) 782-7076

Local Records Commission
Of Cook County, Illinois

Application No. 12:018C

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

Page 1 of 13

AGENCY

City of Chicago Department of Innovation and Technology

ADDRESS

50 W. Washington St.

CITY

Chicago

ZIP

60602

PHONE

(312) 744-5844

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.

Brett Goldstein, Chief Information Officer

July 2, 2012

Signature of Agency Head

Date

Brett Goldstein, Chief Information Officer

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

August 14, 2012

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.**

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.**

**APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)
(continued)**

Application No. 12:018C

Page 3 of 13

Item No.	Record Series Title, Description and Recommendation
100.	<u>APPLICATIONS FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND LOCAL RECORDS DISPOSAL CERTIFICATES</u> Dates: 2012- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.
200.	<u>ACTIVITY REPORTS (DAILY)</u> Dates: 1991- Volume: 165 Cu. Ft. Annual Accumulation: 25 Cu. Ft. Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.
300.	<u>ADMINISTRATIVE FILES AND MISCELLANEOUS CORRESPONDENCE INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORD SERIES</u> Dates: 1991- Volume: 326 Cu. Ft. Annual Accumulation: 32 Cu. Ft. Arrangement: Chronological Recommendation: Retain for one (1) year then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.
400.	<u>APPOINTMENT BOOKS, CALENDARS AND TELEPHONE LOGS</u> Dates: 1998- Volume: 211 Cu. Ft. Annual Accumulation: 30 Cu. Ft. Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.

**APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)
(continued)**

Application No. 12:018C

Page 4 of 13

Item No.	Record Series Title, Description and Recommendation
500.	<u>APPROPRIATION RECORDS</u> Dates: 1999- Volume: 32 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.
600.	<u>BID RECORDS, REQUESTS FOR PROPOSALS</u> Dates: 1998- Volume: 116 Cu. Ft. Annual Accumulation: 10 Cu. Ft. 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 and requests for proposals</u> for three (3) years after rejection, then dispose of.
700.	<u>BUDGETS</u> Dates: 1997- Volume: 277 Cu. Ft. Annual Accumulation: 29 Cu. Ft. Arrangement: Chronological Recommendation: Retain <u>budgets</u> for seven (7) years, then dispose of. Retain <u>budget worksheets</u> for two (2) years following approval of budget, then dispose of.
800.	<u>CANCELLED CHECKS, BANK STATEMENTS, RECONCILIATIONS AND DEPOSIT RECORDS</u> Dates: 2003- Volume: 9 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological Recommendation: Retain originals/agency record copies for seven (7) years, then dispose of. Retain duplicate copies for two (2) years, then dispose of.

**APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)
(continued)**

Application No. 12:018C

Page 5 of 13

Item No.	Record Series Title, Description and Recommendation
900.	<u>CASH RECEIPTS AND DAILY CASH REPORTS</u> Dates: 2003- Volume: 18 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.
1000.	<u>CERTIFICATES OF INSURANCE</u> Dates: 1991- Volume: 41 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological Recommendation: Retain for three (3) years after expiration, then dispose of.
1100.	<u>CHECK AND SIGNATURE AUTHORIZATIONS</u> Dates: 1999- Volume: 15 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological Recommendation: Retain for two (2) years after cancellation or superseded, then dispose of.
1200.	<u>CHECK STUBS AND CHECK COPIES</u> Dates: 2001- Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.

**APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)
(continued)**

Application No. 12:018C

Page 6 of 13

Item No.	Record Series Title, Description and Recommendation
1300.	<u>DEPARTMENTAL AND STATISTICAL REPORTS</u> Dates: 2007- Volume: 154 Cu. Ft. Annual Accumulation: 16 Cu. Ft. Arrangement: Chronological Recommendation: Retain monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.
1400.	<u>EMPLOYMENT APPLICATIONS (SOLICITED AND UNSOLICITED) AND SUPPORTING DOCUMENTS</u> Dates: 1996- Volume: 6 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.
1500.	<u>EQUIPMENT AND EQUIPMENT MAINTENANCE FILES</u> Dates: 1999- Volume: 69 Cu. Ft. Annual Accumulation: 6 Cu. Ft. Arrangement: Chronological/Alphabetical Recommendation: Retain until equipment is sold, traded, or junked, then dispose of.
1600.	<u>FINANCIAL LEDGERS, JOURNALS AND REGISTERS</u> Dates: 1995- Volume: 29 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.

**APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)
(continued)**

Application No. 12:018C

Page 7 of 13

Item No.	Record Series Title, Description and Recommendation
	Recommendation: Retain for seven (7) years, then dispose of.
1700.	<u>FINANCIAL STATEMENTS AND REPORTS</u> Dates: 2001- Volume: 20 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological Recommendation: Retain monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.
1800.	<u>FIXED ASSET REPORTS</u> Dates: 2007- Volume: 2½ Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.
1900.	<u>"FREEDOM OF INFORMATION ACT" REQUESTS AND DENIALS</u> Dates: 2000- Volume: 22 Cu. Ft. Annual Accumulation: 4 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.
2000.	<u>GRANT RECORDS AND GRANT MONITORING REPORTS</u> Dates: 2003- Volume: 42¾ Cu. Ft. Annual Accumulation: 4¾ Cu. Ft. Arrangement: Chronological Recommendation: Retain grant records for three (3) years following date of final expenditure report, then dispose of. Retain grant monitoring reports for three (3) years, then dispose of.

**APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)
(continued)**

Application No. 12:018C

Page 8 of 13

Item No.	Record Series Title, Description and Recommendation
2100.	<u>INVENTORIES</u> Dates: 2001- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years after superseded by a new inventory, then dispose of.
2200.	<u>LEGAL AND MEETING NOTICES, PRESS RELEASES AND CERTIFICATES OF PUBLICATION</u> Dates: 2003- Volume: 27 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Chronological/Alphabetical Recommendation: Retain for one (1) year, then dispose of.
2300.	<u>LEGAL/LITIGATION FILES</u> Dates: 1998- Volume: 28 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Chronological/Alphabetical Recommendation: Retain for three (3) years after closure of case, then dispose of. Retain legal opinions permanently.
2400.	<u>JOB DESCRIPTIONS AND POSTINGS</u> Dates: 1996- Volume: 171 Cu. Ft. Annual Accumulation: 20 Cu. Ft. Arrangement: Chronological Recommendation: Retain job descriptions for five (5) years after superseded, then dispose of. Retain postings for five (5) years, then dispose of.

**APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)
(continued)**

Application No. 12:018C

Page 9 of 13

Item No.	Record Series Title, Description and Recommendation
2500.	<u>MEETING AGENDAS AND MINUTES</u> Dates: 1992- Volume: 60 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Chronological Recommendation: Retain one (1) copy of each agenda permanently. Retain originals (minutes) permanently. Retain duplicates (minutes) for one (1) year, then dispose of.
2600.	<u>NETWORK SECURITY AUDITS</u> Dates: 1998- Volume: 41 Cu. Ft. Annual Accumulation: 7 Cu. Ft. Arrangement: Chronological Recommendation: Retain for three (3) years, then dispose of.

APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)
(continued)

Application No. 12:018C

Page 10 of 13

Item No.

Record Series Title, Description and Recommendation

2700.

PAYROLL RECORDS

Dates: 1998-
Volume: 24 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Chronological

Recommendation: Retain monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.

Retain individual earning 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 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.

**APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)
(continued)**

Application No. 12:018C

Page 11 of 13

Item No.	Record Series Title, Description and Recommendation
2800.	<u>PERSONNEL RECORDS</u> Dates: 1998- Volume: 77 Cu. Ft. Annual Accumulation: 10 Cu. Ft. Arrangement: Chronological/Alphabetical Recommendation: Retain individual work and salary history records for sixty (60) years or until terminated employee's 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 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 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. Retain for five (5) years after termination of employment, then dispose of.
2900.	<u>PETTY CASH RECORDS</u> Dates: 1995- Volume: 16 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.
3000.	<u>PURCHASE ORDERS AND REQUISITIONS</u> Dates: 1991- Volume: 159 Cu. Ft. Annual Accumulation: 20 Cu. Ft. Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.

**APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)
(continued)**

Application No. 12:018C

Page 12 of 13

Item No.	Record Series Title, Description and Recommendation
3100.	<u>SALARY SCHEDULES AND SURVEYS</u> Dates: 1991- Volume: 57 Cu. Ft. Annual Accumulation: 5 Cu. Ft. Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.
3200.	<u>STATE AND FEDERAL TAX REPORTS (W-2'S, W-3'S, W-4'S, IL-941'S, IRS 1099'S, ETC.)</u> Dates: 1991- Volume: 14.75 Cu. Ft. Annual Accumulation: 1.25 Cu. Ft. Arrangement: Chronological/Alphabetical 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.
3300.	<u>STATEMENT OF ECONOMIC INTEREST REPORTS AND ETHIC STATEMENT/REPORTS</u> Dates: 1998- Volume: 44 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Chronological/Alphabetical Recommendation: Retain statement of economic interest reports for seven (7) years after date of filing, then dispose of. Retain ethics statements and reports for five (5) years after termination of employment, then dispose of.

**APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)
(continued)**

Application No. 12:018C

Page 13 of 13

Item No.	Record Series Title, Description and Recommendation
3400.	<u>TIME RECORDS (SICK, VACATION, OVERTIME, HOLIDAY LEAVES, FULOUGH, SIGN IN/OUT, SWIPE, ETC.)</u> Dates: 1992- Volume: 153 Cu. Ft. Annual Accumulation: 17 Cu. Ft. Arrangement: Chronological/Alphabetical Recommendation: Retain for two (2) years, then dispose of provided information has been transferred to the employee's work history.
3500.	<u>TRAVEL, MILEAGE AND EXPENSE RECORDS</u> Dates: 1995- Volume: 83 Cu. Ft. Annual Accumulation: 10 Cu. Ft. Arrangement: Chronological Recommendation: Retain for seven (7) years, then dispose of.
3600.	<u>VENDOR COMPLIANCE RECORDS</u> Dates: 1999- Volume: 34 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Chronological Recommendation: Retain for seven (7) years after inactivation or cancellation, then dispose of.
3700.	<u>WORK AND SERVICE ORDERS</u> Dates: 1991- Volume: 168 Cu. Ft. Annual Accumulation: 17 Cu. Ft. Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.