

Inquiries and Applications to:  
 Local Records Unit  
 Illinois State Archives  
 Margaret Cross Norton Building  
 Springfield, IL 62756  
 (217)782-7075

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

COUNTY <b>HANCOCK</b>	CITY <b>Nauvoo</b>	ZIP <b>62354</b>	LOCAL RECORDS COMMISSION APPROVAL
AGENCY <b>Nauvoo-Colusa School District #325</b>			
ADDRESS <b>2461 N. County Road 1000</b>			<i>Robert Anderson</i>
PHONE <b>(217)453-6395</b>			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 standards of the Local Records Commission and will be adequate substitutes for the original records.			<i>John Daly</i>
			DIRECTOR, STATE ARCHIVES
<i>Terry L. Bethel</i> Signature of Agency Head Mr. Terry L. Bethel, Superintendent		<i>March 24, 1998</i> Date	<i>May 5, 1998</i>
			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 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 GOVERNMENTS 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.

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 NO. 82:310

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 2 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<u>ADMINISTRATIVE AND MISCELLANEOUS RECORDS</u>
1.	<p><u>APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND RECORDS DISPOSAL CERTIFICATES</u></p> <p>Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
2.	<p><u>ABSENTEE SLIPS, DAILY ATTENDANCE REPORTS AND PARENTAL EXCUSE NOTES</u></p> <p>Dates: 1986- Volume: 5 1/2 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
3.	<p><u>ADMINISTRATIVE FILES (CORRESPONDENCE, PUBLICATIONS FROM GOVERNMENT AND PRIVATE AGENCIES, NEWSLETTERS, SPEECHES, MATERIALS FROM CONVENTIONS AND WORKSHOPS, CONVENIENCE PHOTOCOPIES OF REPORTS USED STRICTLY FOR REFERENCE PURPOSES, MINUTES, AND REPORTS FROM PROFESSIONAL ORGANIZATIONS, ETC.)</u></p> <p>Dates: circa 1948- Volume: 22 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical by subject</p> <p>Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 3 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
4.	<p><u>APPLICATION FOR DRIVERS EDUCATION LICENSE PLATES (TO SECRETARY OF STATE)</u></p> <p>Dates: 1989- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year following expiration or supersedence, then dispose of.</p>
5.	<p><u>APPLICATION FOR WAIVER OR MODIFICATION OF STATE BOARD RULES AND/OR STATE CODE MANDATES</u></p> <p>Dates: 1997- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year following expiration of waiver, then dispose of.</p>
6.	<p><u>APPLICATION FOR WAIVER OF TIMELINES FOR THE ACCREDITATION PROCESS</u></p> <p>Dates: 1995 Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
7.	<p><u>BIDS, SPECIFICATIONS AND PROPOSALS</u></p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 4 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p>Dates: 1960- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical By Subject</p> <p>Recommendation: Retain for ten (10) years after acceptance or rejection, then dispose of.</p>
8.	<p><u>BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN</u></p> <p>Dates: 1992- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain one (1) copy of each plan permanently.</p>
9.	<p><u>CAFETERIA MENUS</u></p> <p>Dates: 1985- Volume: 1/8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
10.	<p><u>CLASS LISTS AND ROSTERS</u></p> <p>Dates: 1969- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
11.	<p><u>CONTRACTS, LEASES, AND AGREEMENTS, FOR GOODS AND SERVICES</u></p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 5 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p>Dates: 1953- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject</p> <p>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.</p>
12.	<p><u>COURSE DESCRIPTIONS</u></p> <p>Dates: 1996- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by course</p> <p>Recommendation: Retain until superseded by new course description, then dispose of.</p>
13.	<p><u>DISTRICT BULLETINS</u></p> <p>Dates: 1989- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
14.	<p><u>DRUG-FREE WORKPLACE CERTIFICATION AND POLICY</u></p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 6 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p>Dates: 1996- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year after expiration or supersedence, then dispose of.</p>
15.	<p><u>DRUG TESTING CUSTODY AND CONTROL (FORM ACKNOWLEDGING RECEIPT OF URINE BLOOD SAMPLES FROM EMPLOYEES AND DELIVERY TO LAB FOR TESTING--USE IS TO SHOW PROPER HANDLING)</u></p> <p>Dates: 1996- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
16.	<p><u>EPA PERMITS (CONSTRUCTION AND OPERATION)</u></p> <p>Dates: 1962- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years following expiration, then dispose of.</p>
17.	<p><u>EQUIPMENT RECORDS (OPERATION MANUALS, SERVICE ORDERS, WARRANTIES,</u></p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 7 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p><u>CORRESPONDENCE)</u></p> <p>Dates: circa 1964- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by equipment</p> <p>Recommendation: Retain until equipment is sold, traded, or junked, then dispose of</p>
18.	<p><u>F.C.C. RADIO LICENSES AND APPLICATIONS</u></p> <p>Dates: 1990- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years following expiration of license, then dispose of.</p>
19.	<p><u>FIELD TRIP RECORDS</u></p> <p>Dates: 1991- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</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>
20.	<p><u>FLOOR PLANS</u></p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 8 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p>Dates: circa 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by building</p> <p>Recommendation: Retain until superseded by new floor plan, then dispose of.</p>
21.	<p><u>FREEDOM OF INFORMATION REQUESTS AND DENIALS</u></p> <p>Dates: 1998- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years from date of filing, then dispose of.</p>
22.	<p><u>HIGHWAY PERMITS</u></p> <p>Dates: 1962- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years following expiration, then dispose of.</p>
23.	<p><u>INSURANCE POLICIES (INCLUDES RIDERS, DECLARATIONS, AND</u></p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 9 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p><u>ENDORSEMENTS) AND CLAIMS</u></p> <p>Dates: 1950- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain policies for seven (7) years after expiration or cancellation, then dispose of. Retain claims for seven (7) years after settlement of claim, then dispose of.</p>
24.	<p><u>INSURANCE RECORDS (CERTIFICATES OF INSURANCE, STATEMENT OF VALUES NOTICES OF CANCELLATION, CORRESPONDENCE)</u></p> <p>Dates: 1962- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years following expiration of policy, then dispose of.</p>
25.	<p><u>INVENTORY OF EQUIPMENT, SUPPLIES, ETC</u></p> <p>Dates: 1965 Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years after superseded by new inventory, then dispose of.</p>
26.	<p><u>LEARNING ASSESSMENT PLANS</u></p> <p>Dates: 1987- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 10 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
27.	<p><u>LIST OF INSURED</u></p> <p>Dates: 1988- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
28.	<p><u>LIST OF PERSONS REQUIRED TO FILE STATEMENTS OF ECONOMIC INTEREST</u></p> <p>Dates: 1994- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
29.	<p><u>LOCKER ASSIGNMENTS</u></p> <p>Dates: 1991- Volume: 1/8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years following supersedence, then dispose of.</p>
30.	<p><u>LOCKER COMBINATIONS</u></p> <p>Dates: 1946- Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical By locker number</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>
31.	<p><u>MISCELLANEOUS EVENT PROGRAMS, (DRAMA, GRADUATION, BAND CONCERT, ETC.)</u></p>

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

Application No. 98-82  
Page 11 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p>Dates: 1967- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject</p> <p>Recommendation: Retain one (1) copy of each graduation and school building dedication program permanently. Retain all other programs until administrative use is complete, then dispose of.</p>
32.	<p><u>NPDES (NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM ) PERMITS</u></p> <p>Dates: 1990- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years after expiration of permit, then dispose of.</p>
33.	<p><u>PARENT TEACHER CONFERENCE SCHEDULES AND EVALUATIONS</u></p> <p>Dates: 1990- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
34.	<p><u>PHOTOGRAPHS</u></p> <p>Dates: 1969- Volume: 1 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical by subject</p> <p>Recommendation: Retain <u>photographs of graduating classes</u> permanently. Retain <u>other photographs</u> until administrative use is complete, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 12 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
35.	<p><u>REAL ESTATE RECORDS (DEEDS, EASEMENTS, ABSTRACTS OF TITLE, ETC.)</u></p> <p>Dates: 1945- Volume: 1/8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
36.	<p><u>RECEIPTS FOR CERTIFIED MAIL AND POST OFFICE RECEIPTS</u></p> <p>Dates: 1989- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
37.	<p><u>REQUEST FOR APPROVAL OF ACT OF GOD/HAZARDOUS THREAT DAYS AND INTERRUPTED DAYS</u></p> <p>Dates: 1994- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
38.	<p><u>REQUEST FOR APPROVAL OF A SCHOOL DISTRICT TO OPERATE WITH AVERAGE DAILY ATTENDANCE OF LESS THAN TEN</u></p> <p>Dates: 1949-1950 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological</p> <p>Recommendation: Accumulation may be disposed of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 13 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
39.	<p><u>SCHOLASTIC CONTEST RECORDS (SPELLING BEE, SCHOLASTIC BOWL, ETC.)</u></p> <p>Dates: 1989- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of. Records having administrative, legal, or historical value should be retained permanently.</p>
40.	<p><u>SCHOOL BUS ROUTES, MAPS, AND SCHEDULES</u></p> <p>Dates: 1977- Volume: 1/8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
41.	<p><u>SCHOOL CALENDARS</u></p> <p>Dates: 1970- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain yearly calendars for seven (7) years, then dispose of. Retain other calendars within this record series for two (2) years, then dispose of.</p>
42.	<p><u>SCHOOL DIRECTORY</u></p> <p>Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 14 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
43.	<p><u>SCHOOL IMPROVEMENT PLANS</u></p> <p>Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
44.	<p><u>SCHOOL POLICIES AND PROCEDURES</u></p> <p>Dates: circa 1965- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject</p> <p>Recommendation: Retain one (1) set of each permanently.</p>
45.	<p><u>SCHOOL SCHEDULES (TEST, WORK, BELL, CLASS, ETC.)</u></p> <p>Dates: 1980- Volume: 1/8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
46.	<p><u>SCHOOL VEHICLE RECORDS (TITLES, MOTOR VEHICLE REGISTRATION, ODOMETER STATEMENTS, MAINTENANCE RECORDS, ETC.)</u></p> <p>Dates: 1957- Volume: 1 Cu. Ft. Annual Accumulation: Numerical Arrangement: Numerical by bus number</p> <p>Recommendation: Retain until vehicle is sold, traded, or junked, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 15 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
47.	<p data-bbox="264 457 1047 489"><u>STATEMENT OF MAILING WITH PERMIT IMPRINTS</u></p> <p data-bbox="264 527 946 659">Dates: 1992- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 695 1385 726">Recommendation: Retain for one (1) year, then dispose of.</p>
48.	<p data-bbox="264 800 589 831"><u>STUDENT HANDBOOKS</u></p> <p data-bbox="264 867 946 999">Dates: 1967- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1035 1515 1136">Recommendation: Retain for five (5) years, then dispose of. (consider keeping one copy of each handbook permanently.)</p>
49.	<p data-bbox="264 1209 703 1241"><u>STUDENT SIGN-OUT SHEETS</u></p> <p data-bbox="264 1276 946 1409">Dates: 1994- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1444 1401 1476">Recommendation: Retain for two (2) years, then dispose of.</p>
50.	<p data-bbox="264 1514 816 1545"><u>SURVEY OPINION QUESTIONNAIRES</u></p> <p data-bbox="264 1581 946 1713">Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1749 1385 1780">Recommendation: Retain for one (1) year, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 16 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
51.	<p data-bbox="261 422 683 453"><u>TEACHER'S LESSON PLANS</u></p> <p data-bbox="261 489 943 625">Dates: 1968- Volume: 9 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="261 659 1511 722">Recommendation: Retain until administrative use is complete, then dispose of.</p>
52.	<p data-bbox="261 800 667 831"><u>TELEPHONE CALL SHEETS</u></p> <p data-bbox="261 867 943 1003">Dates: 1987- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1037 1398 1068">Recommendation: Retain for two (2) years, then dispose of.</p>
53.	<p data-bbox="261 1136 821 1167"><u>WILLS AND BEQUESTS TO SCHOOLS</u></p> <p data-bbox="261 1203 1117 1339">Dates: 1963- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by estate</p> <p data-bbox="261 1373 959 1404">Recommendation: Retain permanently.</p>
54.	<p data-bbox="261 1503 1511 1598"><u>WORK PERMIT FILES (APPLICATION FOR EMPLOYMENT CERTIFICATE {I.E. WORK PERMIT}, EMPLOYMENT CERTIFICATE, CORRESPONDENCE, PROOF OF AGE)</u></p> <p data-bbox="261 1633 943 1770">Dates: 1991- Volume: 1/8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1803 1398 1835">Recommendation: Retain for two (2) years, then dispose of.</p>

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

**Application No. 98-82  
Page 17 of 88**

(CONTINUATION SHEET)

<b>ITEM NO.</b>	<b>DESCRIPTION OF ITEMS OR RECORDS SERIES</b>
55.	<p><u>YEARBOOKS</u></p> <p>Dates: 1939- Volume: 2 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain one (1) copy of each permanently.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 18 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p style="text-align: center;"><b><u>ATHLETIC RECORDS</u></b></p>
56.	<p><u>ATHLETIC CONTEST RECORDS (SCORES, SCORE BOOKS, STATISTICS, CONTEST RESULTS, ETC.)</u></p> <p>Dates: Circa 1970- Volume: 5 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Alphabetical by sport</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>
57.	<p><u>ATHLETIC FINANCIAL/ACTIVITY REPORTS (SEASON AND ANNUAL)</u></p> <p>Dates: 1985- Volume: 1/8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
58.	<p><u>ATHLETIC SCHEDULES</u></p> <p>Dates: 1965- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical by sport</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 19 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
59.	<p><u>ATHLETIC TOURNAMENT RECORDS</u></p> <p>Dates: 1985- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
60.	<p><u>CONTRACTS FOR ATHLETIC CONTESTS</u></p> <p>Dates: 1992- Volume: 1/8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by sport</p> <p>Recommendation: Retain for two (2) years following expiration of the terms of the contract, then dispose of.</p>
61.	<p><u>CONTRACTS FOR OFFICIALS (ATHLETICS)</u></p> <p>Dates: 1992- Volume: 1/8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by sport</p> <p>Recommendation: Retain for two (2) years following expiration of the terms of the contract, then dispose of.</p>
62.	<p><u>ELIGIBILITY CERTIFICATION AND DEAN. LISTS (SEASON)</u></p> <p>Dates: 1991- Volume: 1/8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by sport</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 20 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
63.	<p data-bbox="261 426 760 457"><u>ELIGIBILITY LISTS (WEEKLY)</u></p> <p data-bbox="261 491 946 625">Dates: 1997- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 659 1386 690">Recommendation: Retain for one (1) year, then dispose of.</p>
64.	<p data-bbox="261 764 496 795"><u>TEAM ROSTERS</u></p> <p data-bbox="261 829 1101 963">Dates: 1977- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by sport</p> <p data-bbox="261 997 1425 1029">Recommendation: Retain for five (5) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 21 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p style="text-align: center;"><u>CONSTRUCTION, MAINTENANCE, &amp; LIFE SAFETY RECORDS</u></p>
65.	<p><u>APPLICATION FOR DISPENSING FROM ABOVE GROUND TANKS</u></p> <p>Dates: 1989- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for ten (10) years following removal of storage tank, then dispose of.</p>
66.	<p><u>APPLICATION FOR EXTENSION OF TIME FOR BUILDING, REPAIR, OR REMODELING (LIFE SAFETY WORK)</u></p> <p>Dates: 1970- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for ten (10) years, then dispose of.</p>
67.	<p><u>ASBESTOS ABATEMENT AND MANAGEMENT PROJECT RECORDS (INCLUDES ASBESTOS INSPECTIONS AND HAZARD ASSESSMENT AND MANAGEMENT PLANS)</u></p> <p>Dates: 1983- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 22 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
68.	<p data-bbox="261 426 1295 457"><u>AUTHORIZATION FOR EXTENSION OF TIME (LIFE SAFETY WORK)</u></p> <p data-bbox="261 491 946 625">Dates: 1970- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 659 1515 726">Recommendation: Retain for ten (10) years after completion of life safety work, then dispose of.</p>
69.	<p data-bbox="261 800 1515 867"><u>CERTIFICATE OF APPROVAL FOR HEALTH/LIFE/SAFETY, ENERGY CONSERVATION AND ASBESTOS STATUS</u></p> <p data-bbox="261 900 946 1035">Dates: 1967- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1068 1515 1136">Recommendation: Retain for ten (10) years following completion of life safety project, then dispose of.</p>
70.	<p data-bbox="261 1209 821 1241"><u>HEALTH/LIFE SAFETY CHECK LIST</u></p> <p data-bbox="261 1274 946 1409">Dates: 1992- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1442 963 1474">Recommendation: Retain permanently.</p>
71.	<p data-bbox="261 1545 1352 1577"><u>LIFE SAFETY SURVEYS AND AMENDMENTS, WORK PROGRESS REPORTS</u></p> <p data-bbox="261 1610 946 1745">Dates: 1967- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1778 963 1810">Recommendation: Retain permanently.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 23 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
72.	<p data-bbox="261 426 781 453"><u>MATERIAL SAFETY DATA SHEETS</u></p> <p data-bbox="261 491 1138 625">Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by product</p> <p data-bbox="261 663 1515 758">Recommendation: Retain for ten (10) years after product is no longer used or stored in the workplace, then dispose of.</p>
73.	<p data-bbox="261 835 1049 863"><u>NOTIFICATION FOR UNDERGROUND STORAGE TANK</u></p> <p data-bbox="261 900 946 1035">Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1073 1515 1136">Recommendation: Retain for ten (10) years following removal of storage tank, then dispose of.</p>
74.	<p data-bbox="261 1209 1515 1272"><u>ORDER TO EFFECT COMPLIANCE WITH BUILDING SPECIFICATIONS FOR HEALTH AND SAFETY IN PUBLIC SCHOOLS</u></p> <p data-bbox="261 1310 946 1444">Dates: 1967- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1482 1515 1577">Recommendation: Retain for ten (10) years following completion of repair/construction to effect compliance, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 24 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
75.	<p data-bbox="261 422 1516 485"><u>REGIONAL OFFICE OF EDUCATION ANNUAL BUILDING SURVEY/SCHOOL INSPECTION REPORT</u></p> <p data-bbox="261 527 946 659">Dates: 1972- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 695 1516 758">Recommendation: Retain for two (2) years after superseded by new inspection, then dispose of.</p>
76.	<p data-bbox="261 831 1065 863"><u>REPAIRS/MAINTENANCE WORK TO BE DONE (LIST)</u></p> <p data-bbox="261 898 946 1031">Dates: 1990- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1066 1516 1129">Recommendation: Retain for sixty (60) days following completion of work, then dispose of.</p>
77.	<p data-bbox="261 1167 1516 1230"><u>RESOLUTION AUTHORIZING LEVY TO ALTER OR RECONSTRUCT SCHOOL BUILDING</u></p> <p data-bbox="261 1266 946 1398">Dates: 1967- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1434 963 1465">Recommendation: Retain permanently.</p>
78.	<p data-bbox="261 1535 951 1566"><u>SCHOOL BUILDING CONSTRUCTION RECORDS</u></p> <p data-bbox="261 1602 1138 1734">Dates: 1960- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by project</p> <p data-bbox="261 1770 1516 1902">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.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 25 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
79.	<p style="text-align: center;"><u>ELECTION RECORDS</u></p> <p><u>ABSTRACT OF VOTES</u></p> <p>Dates: 1991- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
80.	<p><u>LOYALTY OATHS</u></p> <p>Dates: 1993- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>
81.	<p><u>MISCELLANEOUS ELECTION RECORDS (CERTIFICATION OF BALLOT, CERTIFICATE OF RESULTS, CANVASS OF ELECTION, TALLY SHEETS, ETC.)</u></p> <p>Dates: 1948- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year after election, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 26 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
82.	<p data-bbox="261 426 1182 457"><u>NOMINATION PETITIONS AND STATEMENTS OF CANDIDACY</u></p> <p data-bbox="261 491 946 625">Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 659 1385 690">Recommendation: Retain for one (1) year, then dispose of.</p>
83.	<p data-bbox="261 764 630 795"><u>NOTICES OF ELECTION</u></p> <p data-bbox="261 829 946 963">Dates: 1968- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 997 1385 1029">Recommendation: Retain for one (1) year, then dispose of.</p>
84.	<p data-bbox="261 1100 974 1131"><u>NOTICE OF SIMULTANEOUS FILING LOTTERY</u></p> <p data-bbox="261 1165 946 1299">Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1333 1510 1404">Recommendation: Retain for one (1) year following election, then dispose of.</p>
85.	<p data-bbox="261 1472 1336 1503"><u>RECEIPT FOR FILING PETITIONS AND STATEMENTS OF CANDIDACY</u></p> <p data-bbox="261 1537 946 1671">Dates: 1993- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1705 1385 1736">Recommendation: Retain for one (1) year, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 27 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
86.	<p data-bbox="755 426 1023 457" style="text-align: center;"><u>FISCAL RECORDS</u></p> <p data-bbox="261 527 876 558"><u>APPLICATION FOR CRUDE OIL REFUND</u></p> <p data-bbox="261 594 946 730">Dates: 1990- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 766 1511 831">Recommendation: Retain for seven (7) years following receipt of refund, then dispose of.</p>
87.	<p data-bbox="261 905 781 936"><u>APPLICATION FOR FEE WAIVERS</u></p> <p data-bbox="261 972 946 1108">Dates: 1991- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1144 1442 1176">Recommendation: Retain for three (3) years, then dispose of.</p>
88.	<p data-bbox="261 1245 821 1276"><u>APPLICATION FOR VENDOR CREDIT</u></p> <p data-bbox="261 1312 946 1449">Dates: 1996- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1484 1511 1549">Recommendation: Retain for one (1) year following expiration or supersedence, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 28 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
89.	<p data-bbox="261 426 513 457"><u>AUDIT REPORTS</u></p> <p data-bbox="261 491 946 625">Dates: 1958- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 659 1515 762">Recommendation: Retain one copy of each audit report permanently. Retain duplicate audits for one (1) year, then dispose of.</p>
90.	<p data-bbox="261 833 532 865"><u>BANK PASSBOOKS</u></p> <p data-bbox="261 898 946 1033">Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1066 1515 1129">Recommendation: Retain for seven (7) years following closing of account, then dispose of.</p>
91.	<p data-bbox="261 1205 1409 1236"><u>BUDGET RECORDS (REPORTS, REQUESTS, AND SUPPORTING DOCUMENTS)</u></p> <p data-bbox="261 1270 946 1404">Dates: 1976- Volume: 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1438 1515 1575">Recommendation: Retain budgets reports for seven (7) years, then dispose of. Retain other records within this record series for two (2) years then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 29 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
92.	<p data-bbox="261 426 1105 457"><u>CANCELLED BONDS AND COUPONS, BOND STATEMENTS</u></p> <p data-bbox="261 491 946 625">Dates: 1962- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 659 1515 726">Recommendation: Retain for two (2) years after cancellation or due date, then dispose of.</p>
93.	<p data-bbox="261 800 1260 831"><u>CANCELLED CHECKS, BANK STATEMENTS, AND DEPOSIT SLIPS</u></p> <p data-bbox="261 865 946 999">Dates: 1961- Volume: 9 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="261 1033 1443 1064">Recommendation: Retain for seven (7) years, then dispose of.</p>
94.	<p data-bbox="261 1140 915 1171"><u>CHECK AND WARRANT STUBS AND COPIES</u></p> <p data-bbox="261 1205 1330 1339">Dates: 1948- Volume: 2 Cu. Ft. Annual Accumulation: 1/4 Cu. Ft. Arrangement: Numerical by check/warrant number</p> <p data-bbox="261 1373 1404 1404">Recommendation: Retain for two (2) years, then dispose of.</p>
95.	<p data-bbox="261 1480 954 1512"><u>FINANCIAL STATEMENTS FOR PUBLICATION</u></p> <p data-bbox="261 1545 946 1680">Dates: 1980- Volume: 1/8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1713 1385 1745">Recommendation: Retain for one (1) year, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 30 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
96.	<p><u>FISCAL AND AUDIT WORKSHEETS</u></p> <p>Dates: 1977- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
97.	<p><u>FISCAL COMPUTER REPORTS, BOARD REPORTS, TRIAL BALANCE, CHECK REGISTER, EXPENSE/VENDOR REPORTS, DEPOSIT AND EXPENSE FILE LISTINGS, FINANCIAL REPORTS, ETC.</u></p> <p>Dates: 1994- Volume: 3 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
98.	<p><u>FUND REPORTS (ACTIVITY, ATHLETIC, REVOLVING, BUILDING, ETC)</u></p> <p>Dates: 1978- Volume: 2 Cu. Ft. Annual Accumulation: 1/8 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
99.	<p><u>GENERAL LEDGERS AND JOURNAL SHEETS</u></p> <p>Dates: 1940- Volume: 7 1/2 Cu. Ft. Annual Accumulation: 1/8 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 31 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
100.	<p><u>INDIRECT COST RATE REPORTS</u></p> <p>Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
101.	<p><u>INSURANCE PREMIUM AUDIT STATEMENTS, AND STATEMENT OF PAYROLL FOR PREMIUM ADJUSTMENT PURPOSES</u></p> <p>Dates: 1971- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
102.	<p><u>INSURANCE PREMIUM STATEMENTS</u></p> <p>Dates: 1972- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
103.	<p><u>INTERFUND LOAN RESOLUTIONS AND LISTS</u></p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 32 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
104.	<p data-bbox="264 426 609 457"><u>INVESTMENT RECORDS</u></p> <p data-bbox="264 491 943 625">Dates: 1988- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 659 1511 827">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>
105.	<p data-bbox="264 905 1045 936"><u>PAID BILLS AND INVOICES, PAYMENT REQUESTS</u></p> <p data-bbox="264 970 943 1104">Dates: 1948- Volume: 23 Cu. Ft. Annual Accumulation: 1 1/2 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="264 1138 1442 1169">Recommendation: Retain for seven (7) years, then dispose of.</p>
106.	<p data-bbox="264 1241 743 1272"><u>PER CAPITA TUITION CHARGE</u></p> <p data-bbox="264 1306 943 1440">Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1474 1403 1505">Recommendation: Retain for two (2) years, then dispose of.</p>
107.	<p data-bbox="264 1577 873 1608"><u>PURCHASE ORDERS AND REQUISITIONS</u></p> <p data-bbox="264 1642 1175 1776">Dates: 1974- Volume: 3 Cu. Ft. Annual Accumulation: 1/8 Cu. Ft. Arrangement: Numerical by order number</p> <p data-bbox="264 1810 1403 1841">Recommendation: Retain for two (2) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 33 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
108.	<p><u>RECEIPT OF MONIES RECORDS (CHECK COPIES AND STUBS AND REPORTS OF DISTRIBUTION FROM REGIONAL OFFICE OF EDUCATION, FEDERAL REIMBURSEMENT INFORMATION SYSTEM REPORTS, VENDOR REFUNDS, TAX FUND REPORTS, DEPOSITS, ETC.)</u></p> <p>Dates: 1980- Volume: 2 Cu. Ft. Annual Accumulation: 1/8 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
109.	<p><u>RECEIPTS FOR STATEMENTS OF ECONOMIC INTEREST</u></p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years from the date of filing with the county clerk, then dispose of.</p>
110.	<p><u>REPORT OF CAPITAL CREDITS (TELEPHONE COOPERATIVE)</u></p> <p>Dates: 1963-1974 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 34 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
111.	<p data-bbox="261 426 1515 489"><u>REPORT OF DISTRIBUTION OF FUNDS (ANNUAL SUMMARY)--REGIONAL OFFICE OF EDUCATION</u></p> <p data-bbox="261 527 946 659">Dates: 1989- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 695 1442 726">Recommendation: Retain for seven (7) years, then dispose of.</p>
112.	<p data-bbox="261 800 857 831"><u>SALE OF SCHOOL PROPERTY RECORDS</u></p> <p data-bbox="261 867 946 999">Dates: 1953- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1035 1515 1167">Recommendation: Retain <u>Real Estate Sale Records</u> permanently. Retain <u>personal school property sale records</u> for seven (7) years following sale, then dispose of.</p>
113.	<p data-bbox="261 1241 1027 1272"><u>SCHOOL DISTRICT ANNUAL FINANCIAL REPORTS</u></p> <p data-bbox="261 1308 946 1440">Dates: 1979- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1476 1482 1671">Recommendation: If this report is the district's only report, retain one (1) copy permanently. If another CPA audit report exists, retain these reports for seven (7) years, then dispose of. Retain duplicate copies for one (1) year, the dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 35 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
114.	<p data-bbox="264 426 760 453"><u>SCHOOL TREASURER'S REPORTS</u></p> <p data-bbox="264 493 943 625">Dates: 1978- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 663 1442 690">Recommendation: Retain for seven (7) years, then dispose of.</p>
115.	<p data-bbox="264 768 894 795"><u>STATE OF ILLINOIS INVOICE-VOUCHER</u></p> <p data-bbox="264 835 943 968">Dates: 1958- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1005 1442 1033">Recommendation: Retain for seven (7) years, then dispose of.</p>
116.	<p data-bbox="264 1104 797 1131"><u>STATEMENT OF INTEREST INCOME</u></p> <p data-bbox="264 1171 943 1304">Dates: 1971- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1341 1442 1369">Recommendation: Retain for seven (7) years, then dispose of.</p>
117.	<p data-bbox="264 1440 854 1467"><u>STUDENT REGISTRATION FEES LISTS</u></p> <p data-bbox="264 1507 943 1640">Dates: 1982- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1680 1403 1707">Recommendation: Retain for two (2) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 36 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
118.	<p><u>SUMMARY OF PAYMENTS TO DISTRICTS</u></p> <p>Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
119.	<p><u>THEFT/VANDALISM/DAMAGE RECORDS (DAMAGE REPORTS, COPIES OF POLICE REPORTS AND REPAIR ESTIMATES, COPIES OF INSURANCE CLAIMS, CORRESPONDENCE, ETC.)</u></p> <p>Dates: 1961- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years following settlement of claims, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 37 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
120.	<p data-bbox="516 428 1260 457" style="text-align: center;"><u>GRANT AND REIMBURSEMENT PROGRAM RECORDS</u></p> <p data-bbox="264 531 1430 560"><u>APPLICATIONS FOR FREE OR REDUCED PRICE MEALS AND VERIFICATION</u></p> <p data-bbox="264 596 943 730">Dates: 1981- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 766 1422 795">Recommendation: Retain for five (5) years, then dispose of.</p>
121.	<p data-bbox="264 871 1511 932"><u>CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION</u></p> <p data-bbox="264 972 943 1106">Dates: 1991- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1142 1511 1203">Recommendation: Retain for three (3) years following completion of the program, then dispose of.</p>
122.	<p data-bbox="264 1249 493 1278"><u>CETA RECORDS</u></p> <p data-bbox="264 1314 943 1449">Dates: 1974-1981 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological</p> <p data-bbox="264 1551 1511 1818">Recommendation: Retain participation agreements for ten (10) years after termination or completion of the terms of the agreement, then dispose of. Retain participants' records for five (5) years after termination of employment, then dispose of. Retain other records contained in this record series for three (3) years from date of the final expenditure report, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 38 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
123.	<p><u>CHAPTER I AND II PROGRAM RECORDS</u></p> <p>Dates: 1983-1977 Volume: 1/2 Cu. Ft. Annual Accumulation: None Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, following completion of the program year, then dispose of.</p>
124.	<p><u>CRIMINAL HISTORY BACKGROUND INVESTIGATION REIMBURSEMENT</u></p> <p>Dates: 1989- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years following completion of the program year, then dispose of.</p>
125.	<p><u>DRIVER EDUCATION PROGRAM RECORDS</u></p> <p>Dates: 1978- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years following completion of the program year, then dispose of.</p>
126.	<p><u>DRUG-FREE SCHOOLS AND COMMUNITIES ACT PROGRAM RECORDS</u></p> <p>Dates: 1987- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years following completion of the program year, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 39 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
127.	<p><u>EARLY CHILDHOOD EDUCATION AND CHILDREN AT RISK PROGRAM RECORDS</u></p> <p>Dates: 1985- Volume: 1/8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years following completion of the program year, then dispose of.</p>
128.	<p><u>FEDERAL DISASTER ASSISTANCE</u></p> <p>Dates: 1994- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain grant records for three (3) years following completion of the terms of the grant, then dispose of.</p>
129.	<p><u>GIFTED CHILDREN PROGRAM RECORDS</u></p> <p>Dates: 1985- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years following completion of the program year, then dispose of.</p>
130.	<p><u>JTPA (JOB TRAINING PARTNERSHIP ACT) RECORDS</u></p> <p>Dates: 1988- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain participation agreements for ten (10) years after termination or completion of the terms of the agreement, then dispose of. Retain</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 40 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
131.	<p>participants' records for five (5) years after termination of employment, then dispose of. Retain other records contained in this record series for three (3) years from date of the final expenditure report, then dispose of.</p> <p><u>LEARNING OBJECTIVES AND ASSESSMENTS, READING IMPROVEMENT, STAFF DEVELOPMENT, AND SUMMER SCHOOL GIFTED AND REMEDIAL READING PROGRAMS RECORDS</u></p> <p>Dates: 1986- Volume: 1 1/4 Cu. Ft. Annual Accumulation: 1/8 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years following completion of the program year, then dispose of.</p>
132.	<p><u>LUNCH COUNT AND EDIT REPORTS (WEEKLY/DAILY) {ALSO CALLED WEEKLY LUNCH RECORD}</u></p> <p>Dates: 1968- Volume: 3 Cu. Ft. Annual Accumulation: 1/8 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
133.	<p><u>LUNCH TICKETS</u></p> <p>Dates: 1990- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 41 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
134.	<p><u>MEDICAID ADMINISTRATIVE OUTREACH PROGRAM RECORDS</u></p> <p>Dates: 1996- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years following completion of the program year, then dispose of.</p>
135.	<p><u>PUPIL TRANSPORTATION PROGRAM RECORDS (REIMBURSEMENT CLAIMS, REPORTS, LIST OF STUDENTS TRANSPORTED, WORKSHEETS)</u></p> <p>Dates: 1977- Volume: 1 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years following completion of the program year, then dispose of.</p>
136.	<p><u>RETIRED PROFESSIONAL SERVICE CORPS RECORDS (APPLICATION FOR SERVICES AND EVALUATION OF SERVICES)</u></p> <p>Dates: 1996- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years following completion of the program year, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 42 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
137.	<p><u>SCHOOL LUNCH PROGRAM RECORDS</u></p> <p>Dates: 1979- Volume: 1 3/4 Cu. Ft. Annual Accumulation: 1/8 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
138.	<p><u>SCHOOL REPORT CARD PRINTING AND DISTRIBUTION REIMBURSEMENT</u></p> <p>Dates: 1992- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years following completion of the program year, then dispose of.</p>
139.	<p><u>SIGNATURE AND ADDRESS AUTHORIZATION</u></p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year after expiration or supersedence, then dispose of.</p>
140.	<p><u>SPECIAL EDUCATION PROGRAM RECORDS</u></p> <p>Dates: 1977- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years following completion of the program year, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 43 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
141.	<p data-bbox="264 426 589 453"><u>STATE AID RECORDS</u></p> <p data-bbox="264 491 946 625">Dates: 1947- Volume: 1/8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 663 1515 726">Recommendation: Retain for three (3) years following completion of the program year, then dispose of.</p>
142.	<p data-bbox="264 800 1008 827"><u>STATE TEXTBOOK PURCHASE PROGRAM RECORDS</u></p> <p data-bbox="264 865 946 999">Dates: 1980- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1037 1515 1100">Recommendation: Retain for three (3) years following completion of the program year, then dispose of.</p>
142.	<p data-bbox="264 1171 1317 1199"><u>STATEMENTS OF COMPLIANCE WITH STATE/FEDERAL REGULATIONS</u></p> <p data-bbox="264 1236 946 1371">Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1409 1442 1436">Recommendation: Retain for three (3) years, then dispose of.</p>
144.	<p data-bbox="264 1514 743 1541"><u>SUMMARY OF AUDIT FINDINGS</u></p> <p data-bbox="264 1579 946 1713">Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1751 1442 1778">Recommendation: Retain for seven (7) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 44 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
145.	<p><u>"TAMES"-SPECIAL EDUCATION PROGRAM RECORDS (HEALTH RESOURCE SERVICE FORM, PARTICIPATION/CONSENT FORMS, PRACTITIONERS REPORT REIMBURSEMENT CLAIMS, WORKSHEETS, ETC.)</u></p> <p>Dates: 1993- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: <b><u>Participant Records:</u></b> Five (5) years after graduation or permanent withdrawal of the student, special education records must be disposed of. The parent must be notified prior to disposition. Information which may be of continued assistance to the student may be transferred to the parent or to the student if the student has succeeded to the rights of the parent. <b><u>Reimbursement Claims and Supporting Documentation:</u></b> Retain for three (3) years following completion of the program year, then dispose of.</p>
146.	<p><u>TITLE PROGRAM RECORDS (I, II, IX, ETC.)</u></p> <p>Dates: 1972- Volume: 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years following completion of the program year, then dispose of.</p>
147.	<p><u>VOCATIONAL EDUCATION PROGRAM RECORDS</u></p> <p>Dates: 1970- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years following completion of the program year, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 45 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
148.	<p><u>WEIGHTED AVERAGE DAILY ATTENDANCE</u></p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Retention:common Retain for three (3) years, then dispose of. dation:</p>
<b><u>OFFICIAL PROCEEDINGS RECORDS</u></b>	
149.	<p><u>BOARD AGENDA</u></p> <p>Dates: 1995- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for sixty (60) days, then dispose of.</p>
150.	<p><u>PETITIONS TO SCHOOL BOARD</u></p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical By subject</p> <p>Recommendation: Retain for one (1) year, then dispose of except for those relating to annexations, detachments, consolidations, land dedication, sale of school property, and street and alley vacations, which must be retained permanently.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 46 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
151.	<p><u>PUBLIC NOTICES, NOTICE OF HEARINGS, NEWSPAPER PUBLICATIONS AND CERTIFICATIONS</u></p> <p>Dates: 1977- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
152.	<p><u>RECOMMENDATIONS TO SCHOOL BOARD</u></p> <p>Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
153.	<p><u>RESOLUTION ESTABLISHING PREVAILING RATE OF WAGES</u></p> <p>Dates: 1997- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years following update, then dispose of.</p>
154.	<p><u>SCHOOL BOARD MINUTES</u></p> <p>Dates: 1861- Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain originals permanently. Retain duplicate</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 47 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
155.	<p style="text-align: center;">minutes for one (1) year, then dispose of.</p> <p><u>SCHOOL BOARD RESOLUTIONS</u></p> <p>Dates: 1960- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for sixty (60) days, then dispose of if recorded in minute books.</p>
156.	<p><u>SCHOOL BOARD SELF-EVALUATION</u></p> <p>Dates: 1989- Volume: 1/8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 48 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p style="text-align: center;"><b><u>PAYROLL AND PERSONNEL RECORDS</u></b></p> <p>157. <u>ABSENTEE/SUBSTITUTE SLIPS</u></p> <p>Dates: 1969- Volume: 1 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years provided information is transferred to employee's work history record, then dispose of.</p>
	<p>158. <u>ACKNOWLEDGMENT OF MANDATED REPORTER STATUS</u></p> <p>Dates: 1987- Volume: 1/8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by employee</p> <p>Recommendation: Retain for five (5) years after termination of employment, then dispose of.</p>
	<p>159. <u>ADMINISTRATOR'S CONTINUING PROFESSIONAL EDUCATION PLANS</u></p> <p>Dates: 1991- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p style="text-align: right;"><b>Revised by LRC on 2-2-99.</b></p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 49 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
160.	<p>Recommendation: Retain for one (1) year <b>after expiration or supersedence</b>, then dispose of.</p> <p><u>ALCOHOL AND DRUG-TESTING RESULTS (SCHOOL BUS DRIVERS)</u></p> <p>Dates: 1996- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain <b>individual results</b> for five (5) years after termination of employment, then dispose of. Retain <b>multiple drivers results</b> for one (1) year after transferred to employee's personnel file, then dispose of.</p>
161.	<p><u>ANNUAL HEALTH CERTIFICATE FOR ILLINOIS BUS DRIVERS</u></p> <p>Dates: 1991- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
162.	<p><u>ANNUITY RECORDS</u></p> <p>Dates: 1976- Volume: 1 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain annuity purchase agreements for three (3) years after close of agreements, then dispose of. Retain premium statements for</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 50 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p>seven (7) years, then dispose of.</p>
163.	<p><u>APPLICATIONS FOR EMPLOYMENT (SOLICITED AND UNSOLICITED) AND SUPPORTING DOCUMENTS (I.E. RESUMES, LETTERS OF RECOMMENDATION, ETC.)</u></p> <p>Dates: 1993- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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.</p>
164.	<p><u>COLLECTIVE BARGAINING AGREEMENTS AND NEGOTIATIONS RECORDS</u></p> <p>Dates: 1988- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain one (1) copy of each collective bargaining agreement permanently. Retain support documentation for fifteen (15) years, then dispose of.</p>
165.	<p><u>CRIMINAL HISTORY BACKGROUND INVESTIGATION REQUEST FORMS</u></p> <p>Dates: 1986- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by employee</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 51 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
166.	<p>Recommendation: Retain until the hiring process is completed, then dispose of. (RE: Provisions of Title 28, U.S. Code of Federal Regulations, Ch.1, Para. 20, 21 [c] 1)</p> <p><u>DISTRICT TEACHER'S AID ROSTERS AND ROSTERS OF EMPLOYEES</u></p> <p>Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for four (4) years, then dispose of.</p>
167.	<p><u>DISTRICT TEACHER EVALUATION PLAN</u></p> <p>Dates: 1994- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain one (1) copy of each permanently.</p>
168.	<p><u>DRUG AND ALCOHOL POLICY RECEIPT CERTIFICATE (BUS DRIVERS)</u></p> <p>Dates: 1997- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years after termination of employment, then dispose of.</p>
169.	<p><u>EMPLOYEE EMERGENCY FORMS</u></p> <p>Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by employee</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 52 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
170.	<p>Recommendation: Retain until administrative use is complete, then dispose of.</p> <p><u>EMPLOYEE GRIEVANCES</u></p> <p>Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
171.	<p><u>EMPLOYEE GROUP HEALTH BENEFIT PLAN RECORDS</u></p> <p>Dates: 1985- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain <u>benefit plan</u> for seven (7) years following expiration of plan, then dispose of. Retain <u>enrollment forms</u> for five (5) years after termination of employment, then dispose of. Retain <u>claims</u> for seven (7) years after settlement of claim, then dispose of. Retain all <u>other records</u> within this record series for seven (7) years, then dispose of.</p>
172.	<p><u>EMPLOYEE HEALTH EXAMS</u></p> <p>Dates: 1973- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical by employee</p> <p>Recommendation: Retain for five (5) years after termination of employment, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 53 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
173.	<p><u>EXTRACURRICULAR ASSIGNMENTS</u></p> <p>Dates: 1994- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
174.	<p><u>EMPLOYMENT CONTRACTS AND NOTICE OF CONTINUATION OF CONTRACTS, (TEACHERS, PRINCIPALS, ETC.)</u></p> <p>Dates: 1986- Volume: 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years after termination of employment, then dispose of.</p>
175.	<p><u>HEPATITIS B VACCINATION RECORDS (EMPLOYEES)</u></p> <p>Dates: 1993- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for thirty (30) years following termination of employment, then dispose of.</p>
176.	<p><u>ILLINOIS MUNICIPAL RETIREMENT FUND RECORDS</u></p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 54 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p>Dates: 1959- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain <u>verification of service record, days worked reports, and affidavits (school officer, sick leave credit, substitute service, etc.)</u> for sixty (60) years or until terminated employee's 78th birthday, whichever occurs first, then dispose of. If employee has not retired by age 78, retain service record, days worked reports, and affidavits for ten (10) years after termination of employment, then dispose of. Retain all other records contained in this record series for seven (7) years, then dispose of.</p>
177.	<p><u>ILLINOIS SCHOOL BUS DRIVER'S PERMITS AND APPLICATIONS</u></p> <p>Dates: 1993- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years after expiration, then dispose of.</p>
178.	<p><u>INDIVIDUAL EMPLOYEE EARNINGS RECORD CARDS/LEDGERS</u></p> <p>Dates: 1967- Volume: 2 3/4 Cu. Ft.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 55 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p>Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain individual earnings 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 earnings records for ten (10) years after termination of employment, then dispose of.</p>
179.	<p><u>JOB DESCRIPTIONS</u></p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by position</p> <p>Recommendation: Retain for five (5) years after superseded by new description, then dispose of.</p>
180.	<p><u>JOB VACANCY NOTICES</u></p> <p>Dates: 1989- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
181.	<p><u>LIST OF EMPLOYEE TUBERCULOSIS TEST RESULTS</u></p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 56 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
182.	<p>Recommendation: Retain for one (1) year after information is transferred to employee's personnel file, then dispose of.</p> <p><u>MISCELLANEOUS PAYROLL RECORDS (SALARY LISTS, PAYROLL WORKSHEETS AND NOTES)</u></p> <p>Dates: 1950- Volume: 1 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
183.	<p><u>NOTICE OF EMPLOYER IDENTIFICATION NUMBER (SOCIAL SECURITY)</u></p> <p>Dates: 1949- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
184.	<p><u>PAYROLL COMPUTER REPORTS (EMPLOYEE CALCULATION REPORT, EMPLOYEE QUARTER-TO-DATE WAGE AND TAX REPORTS, DEDUCTION REPORTS, POSTING REGISTER TOTALS, PAYROLL HISTORY REPORT, EMPLOYEE YEAR-TO-DATE FILE, PAYROLL REGISTER, ETC.)</u></p> <p>Dates: 1992- Volume: 6 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 57 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p>Recommendation: Retain final calendar and fiscal year employee quarter-to-date wage and tax report, ledger card report, payroll history, report, and TRS report 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 employee quarter-to-date report, ledger card report, payroll history report and TRS report for ten (10) years after termination of employment, then dispose of. Retain other employee quarter-to-date wage and tax reports and payroll history reports for two (2) year, then dispose of. Retain other records within this record series for seven (7) years, then dispose of.</p>
185.	<p><u>PAYROLL DEDUCTION RECORDS (CREDIT UNION, UNION DUES, ETC.)</u></p> <p>Dates: 1973- Volume: 1 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain deduction authorizations for five (5) years following termination of employment, then dispose of. Retain other records within this record series for seven (7) years, then dispose of.</p>
186.	<p><u>PAYROLL SUMMARY SHEETS</u></p> <p>Dates: 1961- Volume: 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
187.	<p><u>PAYROLL TIME CARDS AND SHEETS</u></p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 58 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p>Dates: 1986- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p> <p>188. <u>PERSONNEL FILES</u></p> <p>Dates: circa 1950- Volume: 7 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by employee</p> <p>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 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.</p>
189.	<p><u>PRE-EMPLOYMENT DRUG TEST CONSENT FORMS (SCHOOL BUS DRIVER APPLICANTS)</u></p> <p>Dates: 1997- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 59 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
190.	<p data-bbox="264 457 781 489"><u>PROFESSIONAL LEAVE REQUESTS</u></p> <p data-bbox="264 527 946 659">Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 695 1403 726">Recommendation: Retain for two (2) years, then dispose of.</p>
191.	<p data-bbox="264 800 496 831"><u>RESIGNATIONS</u></p> <p data-bbox="264 869 946 1001">Dates: 1970- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1037 1511 1104">Recommendation: Retain for five (5) years after termination of employment/term of office, then dispose of.</p>
192.	<p data-bbox="264 1310 724 1341"><u>SCHOOL TREASURER'S BONDS</u></p> <p data-bbox="264 1379 946 1512">Dates: 1973- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1547 1511 1614">Recommendation: Retain for two (2) years after expiration of term of office, then dispose of.</p>
193.	<p data-bbox="264 1688 553 1719"><u>SENIORITY LISTS</u></p> <p data-bbox="264 1757 946 1890">Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 60 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
194.	<p>Recommendation: Retain for five (5) years after revision, then dispose of.</p> <p><u>SUMMARY OF ABSENTEES (WEEKLY, EMPLOYEE)</u></p> <p>Dates: 1986- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
195.	<p><u>STATE AND FEDERAL TAX REPORTS AND STATEMENTS (W-2'S, W-4'S, W-3'S, IL-501'S, IL-941'S, ETC.)</u></p> <p>Dates: 1944- Volume: 2 Cu. Ft. Annual Accumulation: 1/8 Cu. Ft. 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>
196.	<p><u>TEACHER INSTITUTE, IN-SERVICE, AND WORKSHOP RECORDS (APPLICATION FOR IN-SERVICE TRAINING PROGRAM, SCHEDULES, EVALUATIONS, REGISTRATION, ETC.)</u></p> <p>Dates: 1980-</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 61 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p>Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
197.	<p><u>TEACHER'S RETIREMENT SYSTEM RECORDS (REPORTS OF EMPLOYEE SALARY DEDUCTIONS AND EMPLOYER CONTRIBUTION, ANNUAL REPORTS, AFFIDAVIT OF SCHOOL OFFICER, DAYS WORKED REPORTS, WORKSHEETS, ETC.)</u></p> <p>Dates: 1950- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain <u>verification of service record, days worked reports, and affidavits (school officer, sick leave credit, substitute service, etc.)</u> for sixty (60) years or until terminated employee's 78th birthday, whichever occurs first, then dispose of. If employee has not retired by age 78, retain service record, days worked reports, and affidavits for ten (10) years after termination of employment, then dispose of. Retain all other records contained in this record series for seven (7) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 62 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
198.	<p><u>TEACHER/TEACHER AID CERTIFICATES (DISTRICT COPIES)</u></p> <p>Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain until superseded by new certificate, then dispose of.</p>
199.	<p><u>TIME RECORD (SCHOOL BUS) MONTHLY</u></p> <p>Dates: 1994- Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by school bus</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
200.	<p><u>TUITION REIMBURSEMENT REQUESTS (TEACHER)</u></p> <p>Dates: 1990- Volume: 1/8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
201.	<p><u>UNEMPLOYMENT COMPENSATION RECORDS</u></p> <p>Dates: 1978- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 63 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p>Arrangement:                      Chronological</p> <p>Recommendation:    Retain for seven (7) years, then dispose of.</p>
202.	<p><u>U.S. IMMIGRATION AND NATURALIZATION SERVICE FORM I-9 EMPLOYMENT ELIGIBILITY VERIFICATION FORMS</u></p> <p>Dates:                              1987-</p> <p>Volume:                            1/8 Cu. Ft.</p> <p>Annual Accumulation:    Negligible</p> <p>Arrangement:                      Alphabetical by employee</p> <p>Recommendation:    If person is employed for less than three years, retain for three (3) 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>
203.	<p><u>WORKER'S COMPENSATION RECORDS</u></p> <p>Dates:                              1971-</p> <p>Volume:                            Negligible</p> <p>Annual Accumulation:    Negligible</p> <p>Arrangement:                      Chronological</p> <p>Recommendation:    Retain policies for seven (7) years after expiration of policy, then dispose of. Retain claims for seven (7) years after settlement of claim, then dispose of. Retain all other</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 64 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p>records within this record series for seven (7) years, then dispose of.</p> <p style="text-align: center;"><b><u>REPORTS</u></b></p> <p>204. <u>AD HOC (ONE-TIME) STATE REPORTS (IMPACT OF INSTRUCTIONAL PROGRAM REFORM, SURVEY OF DISTRICT INSURANCE COVERAGE, STATE TRANSPORTATION REIMBURSEMENT SURVEY, LEA SURVEY IN RESPONSE TO SENATE JOINT RESOLUTION NO. 25, TECHNOLOGY SURVEY, ENERGY CONSERVATION SURVEY, USE OF NEW MONEY FROM THE TEMPORARY INCOME TAX INCREASE, ETC.)</u></p> <p>Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
205.	<p><u>ADMINISTRATIVE REVIEW REPORT AND RESPONSE (SUMMARY OF REVIEW FINDINGS)</u></p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 65 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
206.	<p data-bbox="261 426 1515 489"><u>ANNUAL ASSURANCE OF DISTRICT ADMINISTRATOR CONTINUING PROFESSIONAL EDUCATION</u></p> <p data-bbox="261 527 946 659">Dates: 1992- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 695 1422 726">Recommendation: Retain for five (5) years, then dispose of.</p>
207.	<p data-bbox="261 869 1515 932"><u>BUREAU OF EMPLOYMENT SECURITY REPORTS: SURVEY OF WAGE AND SALARY RATES IN SELECTED OCCUPATIONS, ETC.</u></p> <p data-bbox="261 968 946 1100">Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1136 1422 1167">Recommendation: Retain for five (5) years, then dispose of.</p>
208.	<p data-bbox="261 1247 1515 1310"><u>CENSUS OF HIGH SCHOOL STUDENTS ENROLLED IN COMMUNITY COLLEGE COURSE</u></p> <p data-bbox="261 1346 946 1478">Dates: 1992- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1514 1422 1545">Recommendation: Retain for five (5) years, then dispose of.</p>
209.	<p data-bbox="261 1625 854 1646"><u>CONNECTIVITY FORM (TO INTERNET)</u></p> <p data-bbox="261 1682 946 1814">Dates: 1996- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1850 1422 1881">Recommendation: Retain for five (5) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 66 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
210.	<p data-bbox="261 457 743 489"><u>DIRECTOR'S ANNUAL REPORTS</u></p> <p data-bbox="261 527 946 659">Dates: 1949-1952 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological</p> <p data-bbox="261 695 1443 726">Recommendation: Retain for seven (7) years, then dispose of.</p>
211.	<p data-bbox="261 800 686 831"><u>DISASTER DRILL REPORTS</u></p> <p data-bbox="261 869 946 1001">Dates: 1989- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1037 1443 1068">Recommendation: Retain for three (3) years, then dispose of.</p>
212.	<p data-bbox="261 1142 800 1173"><u>DISCHARGE MONITORING REPORTS</u></p> <p data-bbox="261 1211 946 1344">Dates: 1991- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1379 1424 1411">Recommendation: Retain for five (5) years, then dispose of.</p>
213.	<p data-bbox="261 1482 800 1514"><u>DISTRICT IMMUNIZATION SURVEY</u></p> <p data-bbox="261 1551 946 1684">Dates: 1976- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1719 1424 1751">Recommendation: Retain for five (5) years, then dispose of.</p>
214.	<p data-bbox="261 1818 1427 1850"><u>DISTRICT REPORT OF PUPILS NO LONGER IN ATTENDANCE (QUARTERLY)</u></p> <p data-bbox="261 1887 794 1919">Dates: 1979-</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 67 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p>Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
215.	<p><u>DISTRICT SURVEY INFORMATION (TO REGIONAL OFFICE OF EDUCATION)</u></p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>
216.	<p><u>END OF THE YEAR REPORTS (STATE REPORT)</u></p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
217.	<p><u>EPA INSPECTION REPORTS</u></p> <p>Dates: 1975- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
218.	<p><u>EXTRACURRICULAR BUS TRIP REPORTS</u></p> <p>Dates: 1985- Volume: 1 Cu. Ft.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 68 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p>Annual Accumulation: 1/8 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
219.	<p><u>FACILITY INVENTORY REPORTS</u></p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
220.	<p><u>FALL ENROLLMENT AND HOUSING REPORTS</u></p> <p>Dates: 1979- Volume: 1/8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
221.	<p><u>FOOD SERVICE ESTABLISHMENT INSPECTIONS</u></p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
222.	<p><u>ILLINOIS ASSOCIATION OF SCHOOL BOARD'S SURVEYS (STATUS OF COLLECTIVE BARGAINING, SURVEY OF NONCERTIFIED EMPLOYEES BENEFITS, ETC.)</u></p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 69 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p>Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
223.	<p><u>ILLINOIS GOAL ASSESSMENT PROGRAM REPORTS</u></p> <p>Dates: 1988- Volume: 1/8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
224.	<p><u>ILLINOIS TEACHER SALARY SCHEDULE AND POLICY SURVEY</u></p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
225.	<p><u>INSPECTION REPORTS AND CERTIFICATES</u></p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain <u>Asbestos Inspections</u> permanently. Retain <u>Other Inspection Reports</u> for two (2) years after superseded by new inspection, then dispose of.</p>
226.	<p><u>MONTHLY SCHEDULE REPORTS AND MONTHLY ATTENDANCE REPORTS</u></p> <p>Dates: 1981- Volume: 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 70 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
227.	<p>Recommendation: Retain for two (2) years, then dispose of.</p> <p><u>NEEDS ASSESSMENT SURVEYS</u></p>
	<p>Dates: 1993- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>
	<p>Recommendation: Retain for three (3) years, then dispose of.</p>
228.	<p><u>NONPUBLIC SCHOOL BY PUBLIC SCHOOL DISTRICT INFORMATION SHEETS</u></p>
	<p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>
	<p>Recommendation: Retain for five (5) years, then dispose of.</p>
229.	<p><u>ONE-AND FIVE-YEAR PLAN (VOCATIONAL EDUCATION)</u></p>
	<p>Dates: 1969- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>
	<p>Recommendation: Retain for seven (7) years, then dispose of.</p>
230.	<p><u>OPERATION REPORT--WASTE STABILIZATION POND/WASTEWATER LAGOON (TO EPA)</u></p>
	<p>Dates: 1972- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>
	<p>Recommendation: Retain for five (5) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 71 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
231.	<p data-bbox="264 457 837 489"><u>PUBLIC SCHOOL BILINGUAL CENSUS</u></p> <p data-bbox="264 527 943 659">Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 695 1422 726">Recommendation: Retain for five (5) years, then dispose of.</p>
232.	<p data-bbox="264 800 646 831"><u>PUBLIC SCHOOL UPDATE</u></p> <p data-bbox="264 869 943 1001">Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1037 1422 1068">Recommendation: Retain for five (5) years, then dispose of.</p>
233.	<p data-bbox="264 1142 1511 1205"><u>QUESTIONNAIRE ON TEENAGE PREGNANCIES AND ADOLESCENT PARENTHOOD, TEEN PREGNANCY AND DROP OUT PREVENTION SURVEY</u></p> <p data-bbox="264 1241 943 1373">Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1409 1422 1440">Recommendation: Retain for five (5) years, then dispose of.</p>
234.	<p data-bbox="264 1514 1214 1545"><u>REPORT OF DIRECTORS OR BOARD OF EDUCATION (CENSUS)</u></p> <p data-bbox="264 1583 943 1715">Dates: 1949-1950 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological</p> <p data-bbox="264 1751 1211 1782">Recommendation: Accumulation may be disposed of.</p>
235.	<p data-bbox="264 1887 1503 1919"><u>REPORT TO REGIONAL SUPERINTENDENT OF SCHOOLS (MONTHLY ATTENDANCE)</u></p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 72 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p>Dates: 1967- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
236.	<p><u>REPORT OF STATE VISITATION (EVALUATION)</u></p> <p>Dates: 1979- Volume: 1/8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
237.	<p><u>REVIEW OF DISTRICT EVALUATION PLAN</u></p> <p>Dates: 1994- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
238.	<p><u>SCHEDULE OF COMMON SCHOOL</u></p> <p>Dates: 1946-1952 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
239.	<p><u>SCHOOL BUS ACCIDENT REPORTS</u></p> <p>Dates: 1995- Volume: Negligible</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 73 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p>Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
240.	<p><u>SCHOOL BUS DRIVER'S DAILY PRE-TRIP INSPECTION REPORTS</u></p> <p>Dates: 1986- Volume: 6 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of. Retain <u>carbon copies</u> for one (1) year, then dispose of.</p>
241.	<p><u>SCHOOL BUS FLEET INFORMATION</u></p> <p>Dates: 1977- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
242.	<p><u>SCHOOL DISTRICT ANNUAL REPORT AND APPLICATION FOR RECOGNITION; APPLICATION FOR ACCREDITATION</u></p> <p>Dates: 1988- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
243.	<p><u>SCHOOL HEALTH PROGRAM INFORMATION ANNUAL PROGRAM SUMMARY</u></p> <p>Dates: 1990- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 74 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
244.	<p>Recommendation: Retain for seven (7) years, then dispose of.</p> <p><u>SCHOOL REPORT CARDS, SCHOOL REPORT CARD VERIFICATION SUMMARY, BETTER SCHOOL ACCOUNTABILITY AND DATA FORM</u></p> <p>Dates: 1986 Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
245.	<p><u>STUDENT ACHIEVEMENT TEST PROFILE (STATISTICS ONLY)</u></p> <p>Dates: 1977- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
246.	<p><u>STUDIES AND SURVEY REPORTS CONCERNING NAUVOO-COLUSA SCHOOL DISTRICT</u></p> <p>Dates: 1963- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 75 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p>Recommendation: Retain one (1) copy of each study/survey report for ten (10) years, then dispose of. Retain extra copies until administrative use is complete, then dispose of.</p>
247.	<p><u>SURVEY OF HOMELESS YOUTH AND CHILDREN OF HOMELESS FAMILIES</u></p> <p>Dates: 1992- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
248.	<p><u>TEACHER SERVICE RECORD (STATE REPORTS)</u></p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for four (4) years, then dispose of.</p>
249.	<p><u>TOWNSHIP TREASURER'S SEMI-ANNUAL REPORTS</u></p> <p>Dates: 1938-1952 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological</p>
250.	<p>Recommendation: Accumulation may be disposed of.</p> <p><u>UNCLAIMED PROPERTY DIVISION ANNUAL PUBLICATION REPORTS</u></p> <p>Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 76 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
251.	<p><u>U.S. BUREAU OF CENSUS SURVEY REPORTS</u></p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
252.	<p><u>VEHICLE INSPECTION REPORTS (ILLINOIS DEPARTMENT OF TRANSPORTATION)</u></p> <p>Dates: 1977- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
253.	<p><u>VISION AND HEARING ANNUAL CONSERVATION REPORTS AND NUMERICAL SUMMARIES</u></p> <p>Dates: 1985 Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
254.	<p><u>VOCATIONAL EDUCATION DATA SYSTEM</u></p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
255.	<p><u>WASTE TREATMENT WORKS EFFLUENT SAMPLING FORMS</u></p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 77 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p>Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for ten (10) years, then dispose of.</p>
256.	<p><u>WATER SAMPLE REPORTS</u></p> <p>Dates: 1961- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain chemical sample reports for ten (10) years, then dispose of. Retain bacteriological sample reports for five (5) years, then dispose of.</p>
257.	<p><u>WORK FORCE ANALYSIS WASTEWATER TREATMENT FACILITY PROFILE SURVEY</u></p> <p>Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>
258.	<p>Recommendation: Retain for five (5) years, then dispose of.</p> <p><u>WRITTEN CONFIRMATION OF SUSPECTED CHILD ABUSE/NEGLECT REPORT</u></p> <p>Dates: 1990- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: If the investigation results in "unfounded findings" dispose of upon notification of official findings of fact from the Department of Children and Family Services. If the investigation results is "indicated" or "undetermined" findings by DCFS, then retain records for 80 years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 78 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<u>STUDENT RECORDS</u>
259.	<p><u>AMERICAN COLLEGE TESTING SCORES</u></p> <p>Dates: 1969- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain until data is entered in the student's permanent record, then dispose of.</p>
260.	<p><u>AWARDS (STUDENT)</u></p> <p>Dates: 1982-</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 79 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p>Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain until the usefulness of the record to the student and the school is complete, but in no case longer than five (5) years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. Parents must be notified before the disposition of any student temporary records.</p>
261.	<p><u>CLASS RANKING</u></p> <p>Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for no less than sixty (60) years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. Parents must be notified of the destruction schedule for student permanent records.</p>
262.	<p><u>FAMILY VACATION APPLICATIONS</u></p> <p>Dates: 1997- Volume: Negligible</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 80 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p>Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain until the usefulness of the record to the student and the school is complete, but in no case longer than five (5) years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. Parents must be notified before the disposition of any student temporary records.</p>
263.	<p><u>HONOR ROLL</u></p> <p>Dates: 1982- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain until information is transferred to the student's permanent record, then dispose of.</p>
264.	<p><u>LISTS OF GRADUATES</u></p> <p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
265.	<p><u>LIST OF STUDENT HEALTH CONCERNS</u></p> <p>Dates: 1994- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
266.	<p><u>PRE-SCHOOL HEALTH SCREENINGS (LIST)</u></p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 81 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p>Dates: 1984- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year after results are transferred to student's health record card., then dispose of.</p>
267.	<p><u>SPECIAL EDUCATION STUDENT TEMPORARY RECORDS</u></p> <p>Dates: circa 1970- Volume: 3 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by student</p> <p>Recommendation: Five (5) years after graduation or permanent withdrawal of the student, special education records must be disposed of. The parent must be notified prior to disposition. Information which may be of continued assistance to the student may be transferred to the parent or to the student if the student has succeeded to the rights of the parent.</p>
268.	<p><u>STUDENT ACCIDENT REPORTS</u></p> <p>Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 82 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p>Recommendation: Retain for no less than sixty (60) years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. Parents must be notified of the destruction schedule for student permanent records.</p>
269.	<p><u>STUDENT ACHIEVEMENT TEST RESULTS (LIST OF SCORES)</u></p> <p>Dates: 1977- Volume: 2 1/4 Cu. Ft. Annual Accumulation: 1/8 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years provided results are transferred to student's temporary record, then dispose of.</p>
270.	<p><u>STUDENT ATTENDANCE REGISTERS</u></p> <p>Dates: 1888- Volume: 14 Cu. Ft. Annual Accumulation: 1/4 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of provided the attendance record is posted to the student's permanent record.</p>
271.	<p><u>STUDENT GRADE SHEETS AND BOOKS</u></p> <p>Dates: 1968-</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 83 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p>Volume: 16 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of provided the grade record is posted to the student's permanent record.</p>
272.	<p><u>STUDENT HEALTH RECORDS (INCLUDES HEALTH RECORD CARD, HEALTH EXAMS, CONSENT FOR DISTRIBUTION OF MEDICATION, AND STUDENT ACCIDENT REPORTS)</u></p> <p>Dates: circa 1930- Volume: 18 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Alphabetical by student</p> <p>Recommendation: Retain for no less than sixty (60) years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. Parents must be notified of the destruction schedule for student permanent records.</p>
273.	<p><u>STUDENT INSURANCE ENROLLMENT</u></p> <p>Dates: 1988- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
274.	<p><u>STUDENT PERMANENT RECORD CARDS</u></p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 84 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p>Dates: circa 1920- Volume: 20 Cu. Ft. Annual Accumulation: 1/4 Cu. Ft. Arrangement: Alphabetical by student</p> <p>Recommendation: Retain for no less than sixty (60) years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. Parents must be notified of the destruction schedule for student permanent records.</p>
275.	<p><u>STUDENT REPORT CARDS (SCHOOL COPY)</u></p> <p>Dates: 1968- Volume: 7 Cu. Ft. Annual Accumulation: 1/4 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of provided the grade record is posted to the student's permanent record.</p>
276.	<p><u>STUDENT TEMPORARY RECORDS (TESTING GUIDANCE, DISCIPLINE, CORRESPONDENCE WITH PARENTS, TITLE STUDENT TESTING RECORDS, ETC.)</u></p> <p>Dates: circa 1985- Volume: 25 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain until the usefulness of the record to the student and the school is complete, but in no case longer than five (5) years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. Parents must be notified before the disposition of any student temporary records.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 85 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
277.	<p><u>SURROGATE PARENT REQUEST FORMS</u></p> <p>Dates: 1995- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain until the usefulness of the record to the student and the school is complete, but in no case longer than five (5) years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. Parents must be notified before the disposition of any student temporary records.</p>
278.	<p><u>VISION, HEARING, AND SPINAL SCREENING EXAMS, WORKSHEETS, AND ROSTERS</u></p> <p>Dates: 1993- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) after results are transferred to student's health record card. year, then dispose of.</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 86 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p style="text-align: center;"><u><b>TAX RECORDS</b></u></p> <p>279. <u>ASSESSED VALUATION (SCHOOL DISTRICT)</u></p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
	<p>280. <u>BLANKET EXEMPTION CERTIFICATE (SALES TAX)</u></p> <p>Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
	<p>281. <u>CERTIFICATE OF TAX LEVY</u></p> <p>Dates: 1948- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
	<p>282. <u>REPLACEMENT TAX ALLOTMENT NOTICES</u></p> <p>Dates: 1982-</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 87 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p>Volume: 1/8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
283.	<p><u>SALES TAX EXEMPTION IDENTIFICATION NUMBER</u></p> <p>Dates: 1991- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year after expiration or supersedence, then dispose of.</p>
284.	<p><u>STATE SALES TAX RETURN REPORTS</u></p> <p>Dates: 1964- Volume: 1/8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
285.	<p><u>TAX ON ADMISSIONS, DUES, CABINETS, ROOF GARDENS, ETC.</u></p> <p>Dates: 1944-1949 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological</p> <p>Recommendation: Accumulation may be disposed of.</p>
286.	<p><u>TAX ANTICIPATION WARRANTS</u></p> <p>Dates: 1960- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

Application No. 98-82  
Page 88 of 88

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
287.	<p>Recommendation: Retain for seven (7) years, then dispose of.</p> <p><u>TAX ANTICIPATION WARRANT ISSUE RESOLUTION</u></p> <p>Dates: 1991- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for sixty (60) days, then dispose of if recorded in minute books.</p>
288.	<p><u>TAX RATE AND LEVY DATA</u></p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p> <p><b>The following item (#289) has been added to Application 98:82 and approved by the Local Records Commission on February 8, 1999.</b></p> <p style="text-align: right;">_____ Chairman</p>
289.	<p><u>REPORT OF SCHOOL CENSUS</u></p> <p>Dates: 1910-1922 Volume: Negligible Annual Accumulation: None Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>