

APPLICATION FOR AUTHORITY TO  
DISPOSE OF LOCAL RECORDS

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p data-bbox="488 426 1252 453" style="text-align: center;"><u>ADMINISTRATIVE AND MISCELLANEOUS RECORDS</u></p> <p data-bbox="94 491 1479 554">1. <u>APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND RECORDS DISPOSAL CERTIFICATES</u></p> <p data-bbox="261 594 946 726">Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 764 963 791">Recommendation: Retain permanently.</p> <p data-bbox="94 861 1479 924">2. <u>ABSENTEE SLIPS, DAILY ATTENDANCE REPORTS AND PARENTAL EXCUSE NOTES</u></p> <p data-bbox="261 961 946 1094">Dates: 1986- Volume: 5 1/2 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="261 1131 1401 1159">Recommendation: Retain for two (2) years, then dispose of.</p> <p data-bbox="94 1234 1479 1400">3. <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 data-bbox="261 1438 1138 1570">Dates: circa 1948- Volume: 22 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical by subject</p> <p data-bbox="261 1608 1479 1740">Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p> <p data-bbox="94 1845 1479 1908">4. <u>APPLICATION FOR DRIVERS EDUCATION LICENSE PLATES (TO SECRETARY OF STATE)</u></p>

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	<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> <p>Dates: 1960- Volume: 1/2 Cu. Ft.</p>

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	<p>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> <p>Dates: 1953- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject</p>

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	<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> <p>Dates: 1996- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year after expiration or</p>

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15.	<p style="text-align: center;">supersedence, then dispose of.</p> <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, 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>

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18.	<p data-bbox="264 493 992 522"><u>F.C.C. RADIO LICENSES AND APPLICATIONS</u></p> <p data-bbox="264 560 946 695">Dates: 1990- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 730 1479 793">Recommendation: Retain for two (2) years following expiration of license, then dispose of.</p>
19.	<p data-bbox="264 869 610 898"><u>FIELD TRIP RECORDS</u></p> <p data-bbox="264 934 946 1068">Dates: 1991- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1104 1479 1236">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 data-bbox="264 1518 475 1547"><u>FLOOR PLANS</u></p> <p data-bbox="264 1583 1157 1717">Dates: circa 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by building</p> <p data-bbox="264 1753 1474 1816">Recommendation: Retain until superseded by new floor plan, then dispose of.</p>
21.	<p data-bbox="264 1890 1084 1919"><u>FREEDOM OF INFORMATION REQUESTS AND DENIALS</u></p>

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	<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 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>

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24.	<p data-bbox="264 426 1479 489"><u>INSURANCE RECORDS (CERTIFICATES OF INSURANCE, STATEMENT OF VALUES NOTICES OF CANCELLATION, CORRESPONDENCE)</u></p> <p data-bbox="264 527 943 659">Dates: 1962- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 697 1479 760">Recommendation: Retain for three (3) years following expiration of policy, then dispose of.</p>
25.	<p data-bbox="264 835 971 863"><u>INVENTORY OF EQUIPMENT, SUPPLIES, ETC</u></p> <p data-bbox="264 900 943 1033">Dates: 1965 Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1071 1479 1134">Recommendation: Retain for two (2) years after superseded by new inventory, then dispose of.</p>
26.	<p data-bbox="264 1381 743 1409"><u>LEARNING ASSESSMENT PLANS</u></p> <p data-bbox="264 1446 943 1579">Dates: 1987- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1617 1442 1644">Recommendation: Retain for three (3) years, then dispose of.</p>
27.	<p data-bbox="264 1728 553 1755"><u>LIST OF INSURED</u></p> <p data-bbox="264 1793 943 1925">Dates: 1988- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>

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	<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> <p>Dates: 1967- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject</p>

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	<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</p>

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35.	<p style="text-align: center;">administrative use is complete, then dispose of.</p> <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</u></p>

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	<p><u>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>
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>

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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>
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</p>

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	<p>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-</p> <p>Volume:                         1/8 Cu. Ft.</p> <p>Annual Accumulation:       Negligible</p> <p>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-</p> <p>Volume:                         1 Cu. Ft.</p> <p>Annual Accumulation:       Numerical</p> <p>Arrangement:                 Numerical by bus number</p> <p>Recommendation:    Retain until vehicle is sold, traded, or junked, then dispose of.</p>
47.	<p><u>STATEMENT OF MAILING WITH PERMIT IMPRINTS</u></p> <p>Dates:                            1992-</p> <p>Volume:                         Negligible</p> <p>Annual Accumulation:       Negligible</p> <p>Arrangement:                 Chronological</p> <p>Recommendation:    Retain for one (1) year, then dispose of.</p>
48.	<p><u>STUDENT HANDBOOKS</u></p> <p>Dates:                            1967-</p> <p>Volume:                         Negligible</p> <p>Annual Accumulation:       Negligible</p> <p>Arrangement:                 Chronological</p>

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	<p>Recommendation: Retain for five (5) years, then dispose of. (consider keeping one copy of each handbook permanently.)</p>
49.	<p><u>STUDENT SIGN-OUT SHEETS</u></p> <p>Dates: 1994- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p>
50.	<p>Recommendation: Retain for two (2) years, then dispose of.</p> <p><u>SURVEY OPINION QUESTIONNAIRES</u></p> <p>Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
51.	<p><u>TEACHER'S LESSON PLANS</u></p> <p>Dates: 1968- Volume: 9 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>
52.	<p><u>TELEPHONE CALL SHEETS</u></p> <p>Dates: 1987- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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53.	<p><u>WILLS AND BEQUESTS TO SCHOOLS</u></p> <p>Dates: 1963- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by estate</p> <p>Recommendation: Retain permanently.</p>
54.	<p><u>WORK PERMIT FILES (APPLICATION FOR EMPLOYMENT CERTIFICATE {I.E. WORK PERMIT}, EMPLOYMENT CERTIFICATE, CORRESPONDENCE, PROOF OF AGE)</u></p> <p>Dates: 1991- Volume: 1/8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
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>

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56.	<p style="text-align: center;"><b><u>ATHLETIC RECORDS</u></b></p> <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>

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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>

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63.	<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. <u>ELIGIBILITY LISTS (WEEKLY)</u></p>
64.	<p>Dates: 1997- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p> <p><u>TEAM ROSTERS</u></p>
	<p>Dates: 1977- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by sport</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>

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	<p data-bbox="412 562 1328 590" style="text-align: center;"><u>CONSTRUCTION, MAINTENANCE, &amp; LIFE SAFETY RECORDS</u></p> <p data-bbox="94 663 1219 693">65. <u>APPLICATION FOR DISPENSING FROM ABOVE GROUND TANKS</u></p> <p data-bbox="261 730 943 863">Dates: 1989- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 903 1477 966">Recommendation: Retain for ten (10) years following removal of storage tank, then dispose of.</p> <p data-bbox="94 1039 1477 1102">66. <u>APPLICATION FOR EXTENSION OF TIME FOR BUILDING, REPAIR, OR REMODELING (LIFE SAFETY WORK)</u></p> <p data-bbox="261 1140 943 1272">Dates: 1970- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1312 1422 1341">Recommendation: Retain for ten (10) years, then dispose of.</p> <p data-bbox="94 1415 1477 1512">67. <u>ASBESTOS ABATEMENT AND MANAGEMENT PROJECT RECORDS (INCLUDES ASBESTOS INSPECTIONS AND HAZARD ASSESSMENT AND MANAGEMENT PLANS)</u></p> <p data-bbox="261 1549 943 1682">Dates: 1983- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1722 963 1751">Recommendation: Retain permanently.</p>

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68.	<p><u>AUTHORIZATION FOR EXTENSION OF TIME (LIFE SAFETY WORK)</u></p> <p>Dates: 1970- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for ten (10) years after completion of life safety work, then dispose of.</p>
69.	<p><u>CERTIFICATE OF APPROVAL FOR HEALTH/LIFE/SAFETY, ENERGY CONSERVATION AND ASBESTOS STATUS</u></p> <p>Dates: 1967- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for ten (10) years following completion of life safety project, then dispose of.</p>
70.	<p><u>HEALTH/LIFE SAFETY CHECK LIST</u></p> <p>Dates: 1992- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
71.	<p><u>LIFE SAFETY SURVEYS AND AMENDMENTS, WORK PROGRESS REPORTS</u></p> <p>Dates: 1967- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>

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72.	<p data-bbox="261 426 781 453"><u>MATERIAL SAFETY DATA SHEETS</u></p> <p data-bbox="261 491 1136 625">Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by product</p> <p data-bbox="261 663 1479 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 1479 1136">Recommendation: Retain for ten (10) years following removal of storage tank, then dispose of.</p>
74.	<p data-bbox="261 1209 1479 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 1479 1577">Recommendation: Retain for ten (10) years following completion of repair/construction to effect compliance, then dispose of.</p>
75.	<p data-bbox="261 1856 1479 1919"><u>REGIONAL OFFICE OF EDUCATION ANNUAL BUILDING SURVEY/SCHOOL INSPECTION REPORT</u></p>

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	<p>Dates: 1972- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years after superseded by new inspection, then dispose of.</p>
76.	<p><u>REPAIRS/MAINTENANCE WORK TO BE DONE (LIST)</u></p> <p>Dates: 1990- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for sixty (60) days following completion of work, then dispose of.</p>
77.	<p><u>RESOLUTION AUTHORIZING LEVY TO ALTER OR RECONSTRUCT SCHOOL BUILDING</u></p> <p>Dates: 1967- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
78.	<p><u>SCHOOL BUILDING CONSTRUCTION RECORDS</u></p> <p>Dates: 1960- Volume: 4 Cu. Ft.</p>

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	<p>Annual Accumulation: Negligible Arrangement: Alphabetical by project</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>
79.	<p style="text-align: center;"><u>ELECTION RECORDS</u></p> <p><u>ABSTRACT OF VOTES</u></p> <p>Dates: 1991-</p>

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	<p>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>
82.	<p><u>NOMINATION PETITIONS AND STATEMENTS OF CANDIDACY</u></p> <p>Dates: 1981-            Volume: Negligible            Annual Accumulation: Negligible            Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>

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83.	<p><u>NOTICES OF ELECTION</u></p> <p>Dates: 1968- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
84.	<p><u>NOTICE OF SIMULTANEOUS FILING LOTTERY</u></p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year following election, then dispose of.</p>
85.	<p><u>RECEIPT FOR FILING PETITIONS AND STATEMENTS OF CANDIDACY</u></p> <p>Dates: 1993- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
<p><b><u>FISCAL RECORDS</u></b></p>	
86.	<p><u>APPLICATION FOR CRUDE OIL REFUND</u></p> <p>Dates: 1990- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>

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	<p>Recommendation: Retain for seven (7) years following receipt of refund, then dispose of.</p>
87.	<p><u>APPLICATION FOR FEE WAIVERS</u></p> <p>Dates: 1991- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
88.	<p><u>APPLICATION FOR VENDOR CREDIT</u></p> <p>Dates: 1996- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year following expiration or supersedence, then dispose of.</p>
89.	<p><u>AUDIT REPORTS</u></p> <p>Dates: 1958- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain one copy of each audit report permanently. Retain duplicate audits for one (1) year, then dispose of.</p>

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90.	<p data-bbox="261 426 532 457"><u>BANK PASSBOOKS</u></p> <p data-bbox="261 491 946 625">Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 659 1479 726">Recommendation: Retain for seven (7) years following closing of account, then dispose of.</p>
91.	<p data-bbox="261 800 1406 831"><u>BUDGET RECORDS (REPORTS, REQUESTS, AND SUPPORTING DOCUMENTS)</u></p> <p data-bbox="261 865 946 999">Dates: 1976- Volume: 3/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1033 1479 1167">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>
92.	<p data-bbox="261 1444 1105 1476"><u>CANCELLED BONDS AND COUPONS, BOND STATEMENTS</u></p> <p data-bbox="261 1509 946 1644">Dates: 1962- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1677 1479 1745">Recommendation: Retain for two (2) years after cancellation or due date, then dispose of.</p>
93.	<p data-bbox="261 1818 1260 1850"><u>CANCELLED CHECKS, BANK STATEMENTS, AND DEPOSIT SLIPS</u></p> <p data-bbox="261 1883 794 1915">Dates: 1961-</p>

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	<p>Volume: 9 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
94.	<p><u>CHECK AND WARRANT STUBS AND COPIES</u></p> <p>Dates: 1948- Volume: 2 Cu. Ft. Annual Accumulation: 1/4 Cu. Ft. Arrangement: Numerical by check/warrant number</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
95.	<p><u>FINANCIAL STATEMENTS FOR PUBLICATION</u></p> <p>Dates: 1980- Volume: 1/8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
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.</p>

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	<p>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>
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>

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102.	<p>Recommendation: Retain for seven (7) years, then dispose of.</p> <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>
104.	<p><u>INVESTMENT RECORDS</u></p> <p>Dates: 1988- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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><u>PAID BILLS AND INVOICES, PAYMENT REQUESTS</u></p> <p>Dates: 1948- Volume: 23 Cu. Ft. Annual Accumulation: 1 1/2 Cu. Ft. Arrangement: Chronological</p>

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106.	<p>Recommendation: Retain for seven (7) years, then dispose of.</p> <p><u>PER CAPITA TUITION CHARGE</u></p> <p>Dates: 1980- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
107.	<p><u>PURCHASE ORDERS AND REQUISITIONS</u></p> <p>Dates: 1974- Volume: 3 Cu. Ft. Annual Accumulation: 1/8 Cu. Ft. Arrangement: Numerical by order number</p>
108.	<p>Recommendation: Retain for two (2) years, then dispose of.</p> <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</p>

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110.	<p style="text-align: center;">of.</p> <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>
111.	<p><u>REPORT OF DISTRIBUTION OF FUNDS (ANNUAL SUMMARY)--REGIONAL OFFICE OF EDUCATION</u></p> <p>Dates: 1989- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
112.	<p><u>SALE OF SCHOOL PROPERTY RECORDS</u></p> <p>Dates: 1953- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>

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113.	<p><u>SCHOOL DISTRICT ANNUAL FINANCIAL REPORTS</u></p> <p>Dates: 1979- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>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>
114.	<p><u>SCHOOL TREASURER'S REPORTS</u></p> <p>Dates: 1978- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
115.	<p><u>STATE OF ILLINOIS INVOICE-VOUCHER</u></p> <p>Dates: 1958- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
116.	<p><u>STATEMENT OF INTEREST INCOME</u></p> <p>Dates: 1971- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>

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117.	<p>Recommendation: Retain for seven (7) years, then dispose of.</p> <p><u>STUDENT REGISTRATION FEES LISTS</u></p> <p>Dates: 1982- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
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>

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	<p data-bbox="500 905 1243 932" style="text-align: center;"><u>GRANT AND REIMBURSEMENT PROGRAM RECORDS</u></p> <p data-bbox="94 1003 1430 1031">120. <u>APPLICATIONS FOR FREE OR REDUCED PRICE MEALS AND VERIFICATION</u></p> <p data-bbox="261 1073 943 1205">Dates: 1981- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1247 1422 1274">Recommendation: Retain for five (5) years, then dispose of.</p>
	<p data-bbox="94 1346 1479 1409">121. <u>CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION</u></p> <p data-bbox="261 1451 943 1583">Dates: 1991- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1625 1479 1688">Recommendation: Retain for three (3) years following completion of the program, then dispose of.</p>

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122.	<p><u>CETA RECORDS</u></p> <p>Dates: 1974-1981 Volume: Negligible Annual Accumulation: Obsolete 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 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>
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>

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	<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>
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>

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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 participants' records for five (5) years after termination of employment, then</p>

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131.	<p>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>

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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>

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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>

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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>
141.	<p><u>STATE AID RECORDS</u></p> <p>Dates: 1947- 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>
142.	<p><u>STATE TEXTBOOK PURCHASE PROGRAM RECORDS</u></p> <p>Dates: 1980- 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>
142.	<p><u>STATEMENTS OF COMPLIANCE WITH STATE/FEDERAL REGULATIONS</u></p>

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	<p>Dates: 1983- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
144.	<p><u>SUMMARY OF AUDIT FINDINGS</u></p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
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.</p>

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	<p>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>
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>
149.	<p><u>OFFICIAL PROCEEDINGS RECORDS</u></p> <p><u>BOARD AGENDA</u></p> <p>Dates: 1995-</p>

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	<p>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>
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>

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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 minutes for one (1) year, then dispose of.</p>
155.	<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>

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157.	<p data-bbox="594 1518 1146 1545" style="text-align: center;"><u>PAYROLL AND PERSONNEL RECORDS</u></p> <p data-bbox="261 1619 743 1646"><u>ABSENTEE/SUBSTITUTE SLIPS</u></p> <p data-bbox="261 1686 943 1818">Dates: 1969- Volume: 1 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1858 1479 1919">Recommendation: Retain for two (2) years provided information is transferred to employee's work history</p>

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	record, then dispose of.
158.	<p><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>
159.	<p><u>ADMINISTRATOR'S CONTINUING PROFESSIONAL EDUCATION PLANS</u></p> <p>Dates: 1991- <b>Revised by LRC</b>            Volume: Negligible <b>on 2-2-99.</b>            Annual Accumulation: Negligible            Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year <b>after expiration or supersedence</b>, then dispose of.</p>
160.	<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>

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161.	<p data-bbox="261 457 1219 489"><u>ANNUAL HEALTH CERTIFICATE FOR ILLINOIS BUS DRIVERS</u></p> <p data-bbox="261 527 946 659">Dates: 1991- 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>
162.	<p data-bbox="261 800 553 831"><u>ANNUITY RECORDS</u></p> <p data-bbox="261 867 946 999">Dates: 1976- Volume: 1 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1035 1479 1167">Recommendation: Retain annuity purchase agreements for three (3) years after close of agreements, then dispose of. Retain premium statements for seven (7) years, then dispose of.</p>
163.	<p data-bbox="261 1413 1479 1507"><u>APPLICATIONS FOR EMPLOYMENT (SOLICITED AND UNSOLICITED) AND SUPPORTING DOCUMENTS (I.E. RESUMES, LETTERS OF RECOMMENDATION, ETC.)</u></p> <p data-bbox="261 1545 946 1677">Dates: 1993- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1713 1479 1915">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>

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164.	<p data-bbox="261 491 1354 522"><u>COLLECTIVE BARGAINING AGREEMENTS AND NEGOTIATIONS RECORDS</u></p> <p data-bbox="261 558 946 695">Dates: 1988- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 730 1479 867">Recommendation: Retain one (1) copy of each collective bargaining agreement permanently. Retain support documentation for fifteen (15) years, then dispose of.</p>
165.	<p data-bbox="261 936 1317 968"><u>CRIMINAL HISTORY BACKGROUND INVESTIGATION REQUEST FORMS</u></p> <p data-bbox="261 1003 1157 1140">Dates: 1986- Volume: 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by employee</p> <p data-bbox="261 1176 1479 1312">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>
166.	<p data-bbox="261 1346 1317 1377"><u>DISTRICT TEACHER'S AID ROSTERS AND ROSTERS OF EMPLOYEES</u></p> <p data-bbox="261 1413 946 1549">Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1585 1422 1617">Recommendation: Retain for four (4) years, then dispose of.</p>
167.	<p data-bbox="261 1682 878 1713"><u>DISTRICT TEACHER EVALUATION PLAN</u></p> <p data-bbox="261 1749 946 1885">Dates: 1994- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>

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168.	<p>Recommendation: Retain one (1) copy of each permanently.</p> <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> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>
170.	<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</p>

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172.	<p>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> <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>
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>

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175.	<p data-bbox="261 457 1084 489"><u>HEPATITIS B VACCINATION RECORDS (EMPLOYEES)</u></p> <p data-bbox="261 527 946 659">Dates: 1993- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 695 1479 762">Recommendation: Retain for thirty (30) years following termination of employment, then dispose of.</p>
176.	<p data-bbox="261 1140 1068 1171"><u>ILLINOIS MUNICIPAL RETIREMENT FUND RECORDS</u></p> <p data-bbox="261 1207 946 1339">Dates: 1959- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1375 1479 1812">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 data-bbox="261 1885 1279 1917"><u>ILLINOIS SCHOOL BUS DRIVER'S PERMITS AND APPLICATIONS</u></p>

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	<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. 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>

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180.	<p data-bbox="264 491 630 520"><u>JOB VACANCY NOTICES</u></p> <p data-bbox="264 560 946 693">Dates: 1989- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 730 1422 760">Recommendation: Retain for five (5) years, then dispose of.</p>
181.	<p data-bbox="264 1003 1065 1033"><u>LIST OF EMPLOYEE TUBERCULOSIS TEST RESULTS</u></p> <p data-bbox="264 1073 946 1205">Dates: 1981- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1243 1474 1339">Recommendation: Retain for one (1) year after information is transferred to employee's personnel file, then dispose of.</p>
182.	<p data-bbox="264 1413 1474 1476"><u>MISCELLANEOUS PAYROLL RECORDS (SALARY LISTS, PAYROLL WORKSHEETS AND NOTES)</u></p> <p data-bbox="264 1514 946 1646">Dates: 1950- Volume: 1 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="264 1684 1442 1713">Recommendation: Retain for seven (7) years, then dispose of.</p>
183.	<p data-bbox="264 1791 1369 1820"><u>NOTICE OF EMPLOYER IDENTIFICATION NUMBER (SOCIAL SECURITY)</u></p> <p data-bbox="264 1858 889 1915">Dates: 1949- Volume: Negligible</p>

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	<p>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> <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>

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	<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> <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>
188.	<p><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</p>

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189.	<p>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> <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>
190.	<p><u>PROFESSIONAL LEAVE REQUESTS</u></p> <p>Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
191.	<p><u>RESIGNATIONS</u></p> <p>Dates: 1970- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years after termination</p>

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	<p style="text-align: center;">of employment/term of office, then dispose of.</p>
192.	<p><u>SCHOOL TREASURER'S BONDS</u></p> <p>Dates: 1973- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years after expiration of term of office, then dispose of.</p>
193.	<p><u>SENIORITY LISTS</u></p> <p>Dates: 1986- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years after revision, then dispose of.</p>
194.	<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>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
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- Volume: 1/4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>

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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>
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>

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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 Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

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202.	<p data-bbox="261 426 1479 489"><u>U.S. IMMIGRATION AND NATURALIZATION SERVICE FORM I-9 EMPLOYMENT ELIGIBILITY VERIFICATION FORMS</u></p> <p data-bbox="261 527 1157 659">Dates: 1987- Volume: 1/8 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by employee</p> <p data-bbox="261 697 1479 898">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 data-bbox="261 972 818 999"><u>WORKER'S COMPENSATION RECORDS</u></p> <p data-bbox="261 1037 943 1169">Dates: 1971- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="261 1207 1479 1409">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 records within this record series for seven (7) years, then dispose of.</p> <p data-bbox="802 1856 937 1883" style="text-align: center;"><u>REPORTS</u></p>

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204.	<p><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>
206.	<p><u>ANNUAL ASSURANCE OF DISTRICT ADMINISTRATOR CONTINUING PROFESSIONAL EDUCATION</u></p> <p>Dates: 1992- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
207.	<p><u>BUREAU OF EMPLOYMENT SECURITY REPORTS: SURVEY OF WAGE AND SALARY RATES IN SELECTED OCCUPATIONS, ETC.</u></p> <p>Dates: 1986-</p>

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	<p>Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
208.	<p><u>CENSUS OF HIGH SCHOOL STUDENTS ENROLLED IN COMMUNITY COLLEGE COURSE</u></p> <p>Dates: 1992- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
209.	<p><u>CONNECTIVITY FORM (TO INTERNET)</u></p> <p>Dates: 1996- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
210.	<p><u>DIRECTOR'S ANNUAL REPORTS</u></p> <p>Dates: 1949-1952 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
211.	<p><u>DISASTER DRILL REPORTS</u></p> <p>Dates: 1989- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>

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	Recommendation: Retain for three (3) years, then dispose of.
212.	<p><u>DISCHARGE MONITORING REPORTS</u></p> <p>Dates: 1991- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
213.	<p><u>DISTRICT IMMUNIZATION SURVEY</u></p> <p>Dates: 1976- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
214.	<p><u>DISTRICT REPORT OF PUPILS NO LONGER IN ATTENDANCE (QUARTERLY)</u></p> <p>Dates: 1979- 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,</p>

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	then dispose of.
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. 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>

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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 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>

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	<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> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
227.	<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</p>

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	<p>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>
231.	<p><u>PUBLIC SCHOOL BILINGUAL CENSUS</u></p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
232.	<p><u>PUBLIC SCHOOL UPDATE</u></p> <p>Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p>

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	Recommendation: Retain for five (5) years, then dispose of.
233.	<p><u>QUESTIONNAIRE ON TEENAGE PREGNANCIES AND ADOLESCENT PARENTHOOD, TEEN PREGNANCY AND DROP OUT PREVENTION SURVEY</u></p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
234.	<p><u>REPORT OF DIRECTORS OR BOARD OF EDUCATION (CENSUS)</u></p> <p>Dates: 1949-1950 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological</p> <p>Recommendation: Accumulation may be disposed of.</p>
235.	<p><u>REPORT TO REGIONAL SUPERINTENDENT OF SCHOOLS (MONTHLY ATTENDANCE)</u></p> <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>

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	Recommendation: Retain for seven (7) years, then dispose of.
237.	<u>REVIEW OF DISTRICT EVALUATION PLAN</u>  Dates: 1994- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain for seven (7) years, then dispose of.
238.	<u>SCHEDULE OF COMMON SCHOOL</u>  Dates: 1946-1952 Volume: Negligible Annual Accumulation: Obsolete Arrangement: Chronological  Recommendation: Retain for two (2) years, then dispose of.
239.	<u>SCHOOL BUS ACCIDENT REPORTS</u>  Dates: 1995- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological  Recommendation: Retain permanently.
240.	<u>SCHOOL BUS DRIVER'S DAILY PRE-TRIP INSPECTION REPORTS</u>  Dates: 1986- Volume: 6 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Chronological  Recommendation: Retain for two (2) years, then dispose of. Retain <b><u>carbon copies</u></b> for one (1) year, then dispose of.

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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> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
244.	<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>

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	<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> <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>

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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> <p>Recommendation: Accumulation may be disposed of.</p>
250.	<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>
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</p>

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	<p>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</p> <p>Volume: Negligible</p> <p>Annual Accumulation: Negligible</p> <p>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-</p> <p>Volume: Negligible</p> <p>Annual Accumulation: Negligible</p> <p>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> <p>Dates: 1986-</p> <p>Volume: Negligible</p> <p>Annual Accumulation: Negligible</p> <p>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-</p> <p>Volume: Negligible</p> <p>Annual Accumulation: Negligible</p> <p>Arrangement: Chronological</p> <p>Recommendation: Retain chemical sample reports for ten (10)</p>

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	<p>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>

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	<p style="text-align: center;"><b><u>STUDENT RECORDS</u></b></p> <p>259. <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>
	<p>260. <u>AWARDS (STUDENT)</u></p> <p>Dates: 1982- 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>

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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 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-</p>

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	<p>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> <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>



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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- 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>

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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> <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>

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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>
277.	<p><u>SURROGATE PARENT REQUEST FORMS</u></p>

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	<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>
279.	<p style="text-align: center;"><u>TAX RECORDS</u></p> <p><u>ASSESSED VALUATION (SCHOOL DISTRICT)</u></p>

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	<p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
280.	<p><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>
281.	<p><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>
282.	<p><u>REPLACEMENT TAX ALLOTMENT NOTICES</u></p> <p>Dates: 1982- 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</p>

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	<p>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> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
287.	<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</p>

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288.	<p style="text-align: center;">if recorded in minute books.</p> <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>