



DOCUMENT
TYPE

APPLICATION

FILE NUMBER

94:020C

COUNTY

COOK

CITY/TOWNSHIP

CHICAGO

OFFICE

DEPARTMENT OF HUMAN SERVICES

Doc Part #

001

**APPLICATION FOR AUTHORITY TO DISPOSE
OF LOCAL RECORDS IN COOK COUNTY**

**Local Records Commission
of Cook County, Illinois**

Inquires and Applications to:

Local Records Unit
Illinois State Archives
Springfield, IL 62756
(217) 782-7076

Agency <u>Chicago Department of Human Services</u>	Approval, Local Records Commission of Cook County, Illinois County Building - Room 820 Chicago, Illinois 60602 (312) 443-4660 <i>Martha Martinez</i> Chairman
Address <u>510 Pestigo Court</u>	
<u>Chicago, Illinois 60611</u>	
Phone <u>312</u> / <u>744</u> / <u>3988</u>	<i>J. R. [Signature]</i> Director, State Archives
I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm copies will be made in accordance with the standards of the Local Records Commission and will be adequate substitutes for the original records.	
<i>D. Alvarez</i> Signature of Agency Head Daniel Alvarez, Sr., Commissioner	<u>5-23-94</u> Date
<i>July 12, 1994</i> Date	

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF:

- AFTER THEIR INDIVIDUAL RETENTION PERIOD IS COMPLETE;
- 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;
- IF THEY ARE CORRECTLY LISTED ON A RECORDS DISPOSAL CERTIFICATE SUBMITTED TO AND APPROVED BY THE LOCAL RECORDS COMMISSION OF COOK COUNTY 60 DAYS PRIOR TO DISPOSAL.

ANY RECORD ON THIS APPLICATION MAY BE MICROFILMED AND THE RECORD DISPOSED OF IF THE RECORD IS MICROFILMED IN ACCORDANCE WITH THE STANDARDS OF THE LOCAL RECORDS COMMISSION RULES AND IF THE FILM IS RETAINED FOR THE PRESCRIBED RETENTION PERIOD. DISPOSAL OF RECORDS AFTER MICROFILMING 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 84:230C.

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

Local Records Commission
Of Cook County, Illinois

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AGENCY

Chicago Department of Human Services

ADDRESS

510 Pestigo Court

CITY

Chicago

ZIP

60611

PHONE

(312) 744-3988

I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm or digitized copies will be made in accordance with the standards of the Local Records Commission of Cook County and will be adequate substitutes for the original records.

Daniel Alvarez, Sr., Commissioner

May 23, 1994

Signature of Agency Head

Date

Daniel Alvarez, Sr., Commissioner

Approval: Local Records Commission of Cook County, Illinois County Building - Room 801 Chicago, Illinois 60602 (312) 603-7832 <i>Martha Martinez</i> Chairman <i>John Daby</i> Director, State Archives <i>July 12, 1994</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 of Cook County sixty (60) days prior to disposal,
- Providing any local, state, and federal audit requirements have been met,
- As long, as they are not needed for any litigation either pending or anticipated.

THIS RECORDS RETENTION SCHEDULE DOES NOT RELIEVE LOCAL GOVERNMENT AGENCIES OF RETENTION REQUIREMENTS MANDATED BY OTHER STATE AND FEDERAL STATUTES AND/OR REGULATIONS. WHEN SUCH AN OBLIGATION DOES EXIST, THEN THE LONGER RETENTION PERIOD TAKES PRECEDENCE.

ANY RECORD ON THIS APPLICATION MAY BE MICROFILMED OR DIGITIZED AND THE RECORD DISPOSED OF IF THE RECORD IS MICROFILMED OR DIGITIZED IN ACCORDANCE WITH THE STANDARDS OF THE LOCAL RECORDS COMMISSION OF COOK COUNTY AND IF THE FILM OR DIGITIZED RECORD IS RETAINED FOR THE PRESCRIBED RETENTION PERIOD.

DISPOSAL OF RECORDS AFTER MICROFILMING OR DIGITIZING
MUST BE NOTED ON THE RECORDS DISPOSAL CERTIFICATE.

THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES
ARE TO BE RETAINED PERMANENTLY.

Subject to statutory provisions, agencies may dispose of records authorized for destruction by the Commission after the agency has received an approved Records Disposal Certificate from the Local Records Commission of Cook County listing the records to be destroyed or disposed of.

All records, regardless of physical format or characteristics, that by state or federal statute, agency rule, or policy contain information that is confidential, must be physically destroyed in a manner that such information cannot be identified or retrieved.

**THIS DOCUMENT ALONG WITH ALL RECORDS DISPOSAL
CERTIFICATES IS TO BE RETAINED PERMANENTLY.**

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Chicago Department of Human Services
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<u>EXECUTIVE OFFICE/ASSISTANT COMMISSIONER</u>
1.	<p><u>APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND RECORDS DISPOSAL CERTIFICATES</u></p> <p>Dates: 1994- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
2.	<p><u>ADMINISTRATIVE/CORRESPONDENCE FILES</u></p> <p>Dates: 1990- Volume: 14 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Alphabetical, 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>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<u>EXECUTIVE OFFICE/PUBLIC INFORMATION</u>
3.	<p><u>DEPARTMENT OF HUMAN SERVICES NEWSLETTERS</u></p> <p>Dates: 1993- Volume: 2 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain one copy of each permanently.</p>
4.	<p><u>JOB INVENTORY</u></p> <p>Dates: 1993- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
5.	<p><u>NEWS RELEASES</u></p> <p>Dates: 1989- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
6.	<p><u>REQUESTS FOR SERVICES</u></p> <p>Dates: 1992- Volume: 2 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
7.	<p><u>SPEAKING ENGAGEMENT FORMS</u></p> <p>Dates: 1992- Volume: Negligible 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 RECORD SERIES
	<u>ADMINISTRATIVE SERVICES</u>
8.	<p><u>ADMINISTRATIVE/CORRESPONDENCE FILES</u></p> <p>Dates: 1991- Volume: 4 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological, Alphabetical</p> <p>Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>
9.	<p><u>AUTO ACCIDENT REPORTS</u></p> <p>Dates: 1991- Volume: 1 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
10.	<p><u>CANCELLED CHECKS, BANK STATEMENTS AND DEPOSIT SLIPS</u></p> <p>Dates: 1991- Volume: 4 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
11.	<p><u>CERTIFIED MAIL ROOM LOG BOOK - LIST OF CERTIFIED MAIL ISSUANCES</u></p> <p>Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
12.	<p><u>CHECK REQUESTS</u></p> <p>Dates: 1991- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
13.	<p><u>CONTRACTS AND AGREEMENTS</u></p> <p>Dates: 1991- Volume: 8 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological, Alphabetical</p> <p>Recommendation: Retain for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of.</p>
14.	<p><u>DAILY VEHICLE ACTIVITY REPORTS</u></p> <p>Dates: 1992- Volume: 2 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
15.	<p><u>DATA ENTRY FORMS</u></p> <p>Dates: 1991- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of forms used to enter information into computer. These forms are of no use once information has been entered.</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
16.	<p><u>DESTINATION SHEETS</u></p> <p>Dates: 1992- Volume: 2 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of a record of the field employees destination and arrival.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
17.	<p><u>EMERGENCY ACTION PLAN REPORTS (FIRE DISASTER, WEATHER DISASTERS)</u></p> <p>Dates: 1992- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years after update, then dispose of.</p>

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18.	<p><u>EMPLOYEE EVALUATIONS</u></p> <p>Dates: 1989- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological, Alphabetical</p> <p>Recommendation: Retain for five (5) years after termination of employment, then dispose of.</p>
19.	<p><u>FAX COVER SHEETS</u></p> <p>Dates: 1992- Volume: 2 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
20.	<p><u>FREEDOM OF INFORMATION REQUESTS AND DENIALS</u></p> <p>Dates: 1984- Volume: 10 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for ten (10) years, then dispose of. Retain for two (2) years after date of filing, then dispose of.</p> <p align="right">Revised by LRC on 6/10/99.</p>
21.	<p><u>GAS TICKETS</u></p> <p>Dates: 1994- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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22.	<p><u>GRANT RECORDS</u></p> <p>Dates: 1991- Volume: 4 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain grant records for three (3) years following completion of the terms of the grant, then dispose of.</p>
23.	<p><u>GREEN SHEETS (REQUEST FOR SERVICES FROM ADMINISTRATIVE SERVICES)</u></p> <p>Dates: 1989- Volume: 8 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
24.	<p><u>INDEPENDENT CONSULTANTS EVALUATION REPORTS</u></p> <p>Dates: 1972- Volume: 10 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological, Alphabetical</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
25.	<p><u>INVENTORIES</u></p> <p>Dates: 1979- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical</p> <p>Recommendation: Retain for two (2) years after update, then dispose of.</p>

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26.	<p><u>INVOICES</u></p> <p>Dates: 1991- Volume: 4 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological, Alphabetical, Numerical</p> <p>Recommendation: Retain <u>copies</u> for two (2) years, then dispose of. Retain <u>originals</u> for seven (7) years, then dispose of.</p>
27.	<p><u>LEDGERS AND JOURNALS</u></p> <p>Dates: 1989- Volume: 5 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
28.	<p><u>LEGAL FILES</u></p> <p>Dates: 1991- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological, Alphabetical</p> <p>Recommendation: Retain for three (3) years after closure of case, then dispose of. Retain legal opinions permanently.</p>
29.	<p><u>MAIL CATALOG BOOK (MAIL LOG AND PHONE MESSAGES)</u></p> <p>Dates: 1993- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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30.	<p><u>MESSENGER SERVICE LOG BOOK (MAIL ROOM)</u></p> <p>Dates: 1991- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years from date of last entry, then dispose of.</p>
31.	<p><u>MILEAGE RECORDS</u></p> <p>Dates: 1991- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
32.	<p><u>MONTHLY ACTIVITY REPORT</u></p> <p>Dates: 1991- Volume: 4 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
33.	<p><u>MONTHLY VEHICLE INSPECTION REPORTS</u></p> <p>Dates: 1991- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical by plate number</p> <p>Recommendation: Dispose of with vehicle.</p>

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34.	<p><u>OFFICE OF MUNICIPAL INVESTIGATIONS/INSPECTOR GENERAL (EMPLOYEE INFRACTIONS)</u></p> <p>Dates: 1984- Volume: 10 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical, Chronological</p> <p>Recommendation: Retain for five (5) years after termination of employment, then dispose of.</p>
35.	<p><u>PAID BILLS AND INVOICES</u></p> <p>Dates: 1991- Volume: 6 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological, Numerical and Alphabetical</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
36.	<p><u>PETTY CASH RECEIPTS</u></p> <p>Dates: 1991- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
37.	<p><u>PETTY CASH RECORDS</u></p> <p>Dates: 1991- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

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38.	<p><u>POSTAL METER REGISTER READINGS</u></p> <p>Dates: 1987- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
39.	<p><u>PROCUREMENT/TRANSACTION ORDERS</u></p> <p>Dates: 1991- Volume: 6 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological, Numerical, Alphabetical</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
40.	<p><u>PROPERTY CONTROL REPORTS (LISTING OF PROPERTY PURCHASED)</u></p> <p>Dates: 1988- Volume: 10 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
41.	<p><u>PROPERTY DISPOSITION FORM</u></p> <p>Dates: 1991- Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
42.	<p><u>PROPERTY PASS (FORM PASS USED TO SHIP MATERIALS TO UNITS, DIVISIONS, DELEGATE AGENCIES, ETC.)</u></p> <p>Dates: 1987- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
43.	<p><u>PROPERTY RECORD CARDS</u></p> <p>Dates: 1979- Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical</p> <p>Recommendation: Retain for two (2) years after update, then dispose of.</p>
44.	<p><u>PURCHASE ORDERS AND REQUISITIONS</u></p> <p>Dates: 1991- Volume: 4 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
45.	<p><u>REPROGRAPHICS LOG BOOK</u></p> <p>Dates: 1992- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years from date of last entry, then dispose of.</p>

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46.	<p><u>SUPPLIES RECEIVING FORM</u></p> <p>Dates: 1990- Volume: 8 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
47.	<p><u>TRAVEL EXPENSE RECORDS</u></p> <p>Dates: 1991- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
48.	<p><u>VOUCHERS</u></p> <p>Dates: 1991- Volume: 4 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain <u>copies</u> for two (2) years, then dispose of. Retain <u>originals</u> for seven (7) years, then dispose of.</p>

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	<u>CONTRACTS AND GRANTS</u>
49.	<p><u>ACCESSIBILITY SURVEY (RESEARCH STUDY)</u></p> <p>Dates: 1989- Volume: 4 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
50.	<p><u>ADMINISTRATIVE/CORRESPONDENCE FILES</u></p> <p>Dates: 1988- Volume: 4 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological, Alphabetical</p> <p>Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>
51.	<p><u>BID RECORDS</u></p> <p>Dates: 1989- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain for ten (10) years after acceptance or rejection, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
52.	<p><u>CONTRACTS AND AGREEMENTS</u></p> <p>Dates: 1989- Volume: 224 Cu. Ft. Annual Accumulation: 48 Cu. Ft. Arrangement: Chronological and Numerical</p> <p>Recommendation: Retain for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of.</p>
53.	<p><u>GRANT RECORDS</u></p> <p>Dates: 1988- Volume: 8 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical and Chronological</p> <p>Recommendation: Retain grant records for three (3) years following completion of the terms of the grant, then dispose of.</p>
54.	<p><u>MONTHLY REPORTS (MONITOR OF DELEGATE AGENCIES)</u></p> <p>Dates: 1992- Volume: 1 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Numerical</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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	<u>EMERGENCY SERVICES</u>
55.	<p><u>ADMINISTRATIVE/CORRESPONDENCE FILES</u></p> <p>Dates: 1982- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological, Alphabetical</p> <p>Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>
56.	<p><u>CASE REPORTS AND FEEDBACK CARDS/SERVICE TALLY SHEETS</u></p> <p>Dates: 1974- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological, Alphabetical</p> <p>Recommendation: Retain for five (5) years following inactivation, then dispose of.</p>
57.	<p><u>COMMUNICATIONS CAR STATUS LOG</u></p> <p>Dates: 1980- Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years from date of last entry, then dispose of.</p>

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58.	<p><u>DAILY CASE LOG</u></p> <p>Dates: 1980- Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years from date of last entry, then dispose of.</p>
59.	<p><u>DAILY SHELTER REPORT</u></p> <p>Dates: 1980- Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
60.	<p><u>DISPATCH/REQUEST NUMBER ASSIGNMENT LOG</u></p> <p>Dates: 1980- Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years from date of last entry, then dispose of.</p>
61.	<p><u>GRANT RECORDS</u></p> <p>Dates: 1972- Volume: 10 Cu. Ft. 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>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
62.	<p><u>MESSAGE/DISPATCH FORMS</u></p> <p>Dates: 1980- Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
63.	<p><u>PERSONNEL FILES (DUPLICATES ONLY)</u></p> <p>Dates: 1972- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain for five (5) years after termination of employment, then dispose of.</p>
64.	<p><u>PETTY CASH FUND LEDGER</u></p> <p>Dates: 1974- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
65.	<p><u>PETTY CASH REQUESTS</u></p> <p>Dates: 1974- Volume: ½ 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 RECORD SERIES
66.	<p><u>PURCHASE ORDERS AND REQUISITIONS</u></p> <p>Dates: 1991- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
67.	<p><u>SHIFT SUMMARY REPORT (DAILY)</u></p> <p>Dates: 1980- Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
68.	<p><u>TEAM FOLLOW-THROUGH FORM</u></p> <p>Dates: 1974- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
69.	<p><u>TIME RECORDS (SICK, VACATION, LEAVE OF ABSENCE, OVERTIME, ETC.)</u></p> <p>Dates: 1980- Volume: 5 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 RECORD SERIES
70.	<p><u>VEHICLE ACCIDENT REPORTS</u></p> <p>Dates: 1972- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical by plate number</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
71.	<p><u>VEHICLE ASSIGNMENT RECORDS</u></p> <p>Dates: 1992- Volume: 1 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
72.	<p><u>VEHICLE INSPECTION SHEET</u></p> <p>Dates: 1972- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical by plate number</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<u>FAMILY AND COMMUNITY SERVICES</u>
73.	<p><u>ACCIDENT REPORTS</u></p> <p>Dates: 1993- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
74.	<p><u>ADMINISTRATIVE/CORRESPONDENCE FILES</u></p> <p>Dates: 1991- Volume: 3 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical, 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>
75.	<p><u>AGREEMENT STATEMENT (COPIES)</u></p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical</p> <p>This record series consists of operational agreement with individual park sites for summer programs.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
76.	<p><u>ATTENDANCE RECORDS (FRONT DESK CLIENT SIGNATURE SHEET)</u></p> <p>Dates: 1992- Volume: 4 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
77.	<p><u>CASE MANAGEMENT PROGRAM RECORDS</u></p> <p>Dates: 1993- Volume: 8 Cu. Ft. Annual Accumulation: 8 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of shelter/moving/storage vouchers, inventory sheets, family case assessment, service plan, senior case assessments, follow-up report, narrative, client referrals, etc.</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
78.	<p><u>CLIENT REGISTER</u></p> <p>Dates: 1992- Volume: 5 Cu. Ft. Annual Accumulation: 5 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
79.	<p><u>DAILY COMMUNICATION LOG</u></p> <p>Dates: 1990- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years from date of last entry, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
80.	<p><u>DAILY INDIVIDUAL EMPLOYMENT FIELD REPORT</u></p> <p>Dates: 1990- Volume: 4 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
81.	<p><u>DAILY STAFFING LEVEL REPORT</u></p> <p>Dates: 1991- Volume: 3 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
82.	<p><u>DESTINATION REPORT</u></p> <p>Dates: 1990- Volume: 8 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of a record of the field employees destination and arrival.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
83.	<p><u>DISTRICT OFFICES MONTHLY REPORTS</u></p> <p>Dates: 1991- Volume: ½ 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 RECORD SERIES
84.	<p><u>EMERGENCY FOOD AND INFANT NUTRITION CALL-IN REPORT</u></p> <p>Dates: 1990- Volume: 4 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of reports that a client has called with a need for provisions.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
85.	<p><u>FIELD TRIP NOTIFICATION</u></p> <p>Dates: 1993- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of schedules for future field trips.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
86.	<p><u>FIELD TRIP REPORT</u></p> <p>Dates: 1984- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
87.	<p><u>INTAKE CARD</u></p> <p>Dates: 1992- Volume: 40 Cu. Ft. Annual Accumulation: 20 Cu. Ft. Arrangement: Alphabetical</p> <p>Recommendation: Retain for five (5) years following inactivation, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
88.	<p><u>MAYOR'S OFFICE OF EMPLOYMENT AND TRAINING RECORDS (JTPA)</u></p> <p>Dates: 1982- Volume: 10 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain program records for three (3) years from date of final expenditure report, then dispose of. Retain participant files for five (5) years following inactivation, then dispose of.</p>
89.	<p><u>MONTHLY STATISTICAL REPORTS</u></p> <p>Dates: 1993- Volume: 4 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
90.	<p><u>NEIGHBORHOOD EVENTS PROGRAM RECORDS</u></p> <p>Dates: 1992- Volume: 30 Cu. Ft. Annual Accumulation: 15 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
91.	<p><u>PARTICIPANT ROSTER</u></p> <p>Dates: 1985- Volume: 3 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 RECORD SERIES
92.	<p><u>PAY CHECK SIGNATURE RECORD</u></p> <p>Dates: 1991- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
93.	<p><u>PERSONNEL FILES (COPIES ONLY)</u></p> <p>Dates: 1978- Volume: 8 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical</p> <p>Recommendation: Retain for five (5) years after termination of employment, then dispose of.</p>
94.	<p><u>PETTY CASH REQUEST</u></p> <p>Dates: 1993- Volume: ¼ Cu. Ft. Annual Accumulation: ¼ Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
95.	<p><u>PURCHASE/TRANSACTION ORDERS AND REQUISITIONS</u></p> <p>Dates: 1993- Volume: 4 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
96.	<p><u>RELOCATION SURVEY REPORT</u></p> <p>Dates: 1982- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological, Numerical</p> <p>This record series consists of current status report on people still living in buildings under a vacate order with the purpose of relocating them to permanent housing.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
97.	<p><u>RENTAL ASSISTANCE PROGRAM PACKAGE</u></p> <p>Dates: 1993- Volume: 4 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Alphabetical</p> <p>Recommendation: Retain for five (5) years following inactivation, then dispose of.</p>
98.	<p><u>RULES OF THE ROAD REVIEW COURSE REPORT AND TRANSMITTAL</u></p> <p>Dates: 1993- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
99.	<p><u>SERVICE REFERRAL RECORDS</u></p> <p>Dates: 1990- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of documents requested from another agency.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
100.	<p><u>SERVICE TALLY SHEET (DOCUMENTS TYPE OF SERVICE PROVIDED)</u></p> <p>Dates: 1992- Volume: 40 Cu. Ft. Annual Accumulation: 20 Cu. Ft. Arrangement: Alphabetical</p> <p>Recommendation: Retain for five (5) years following inactivation, then dispose of.</p>
101.	<p><u>SITE CERTIFICATIONS</u></p> <p>Dates: 1985- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of pre-operational review of physical sites.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
102.	<p><u>SITE FOLDER CHECKLIST</u></p> <p>Dates: 1985- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of a checklist of necessary operational necessities to ensure compliance with the program.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
103.	<p><u>SUMMER FOOD SERVICE PROGRAM RECORDS</u></p> <p>Dates: 1979- Volume: 180 Cu. Ft. Annual Accumulation: 13 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
104.	<p><u>SUMMER JOB EMPLOYMENT PROGRAM REFERRAL LETTER - TRAINING SERVICE JOB</u></p> <p>Dates: 1990- Volume: 6 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Numerical</p> <p>Recommendation: Retain for five (5) years after termination of employment, then dispose of.</p>
105.	<p><u>SUMMER JOB PROGRAM PARTICIPANT EVALUATION FORM - WORK EXPERIENCE (COPY)</u></p> <p>Dates: 1993- Volume: 6 Cu. Ft. Annual Accumulation: Negligible Arrangement: Numerical</p> <p>Recommendation: Retain for five (5) years after termination of employment, then dispose of.</p>
106.	<p><u>TIME RECORDS (OVERTIME, VACATION, SICK, LEAVE OF ABSENCE, ETC.)</u></p> <p>Dates: 1982- Volume: 12 Cu. Ft. Annual Accumulation: 12 Cu. Ft. Arrangement: Chronological, Alphabetical</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
107.	<p><u>TIME SHEET TRANSMITTAL FORM (COPY)</u></p> <p>Dates: 1982- Volume: 10 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
108.	<p><u>TRANSPORTATION REQUISITION</u></p> <p>Dates: 1992- Volume: 1 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
109.	<p><u>VENDOR NOTIFICATION</u></p> <p>Dates: 1984- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
110.	<p><u>WEEKLY INTAKE/SERVICE RECORD REPORT</u></p> <p>Dates: 1993- Volume: 4 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
111.	<p><u>WEEKLY SITE REPORT TRANSMITTAL (LIST OF OPERATING SITES)</u></p> <p>Dates: 1984- Volume: 3 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 RECORD SERIES
	<u>HOMELESS SERVICES</u>
112.	<p><u>ADMINISTRATIVE/CORRESPONDENCE FILES</u></p> <p>Dates: 1982- Volume: 24 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological, Alphabetical</p> <p>Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>
113.	<p><u>BIDS, PROPOSALS (COPIES ONLY)</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>
114.	<p><u>CHECK COPIES AND STUBS</u></p> <p>Dates: 1989- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
115.	<p><u>CLIENT FILES</u></p> <p>Dates: 1987- Volume: 140 Cu. Ft. Annual Accumulation: 20 Cu. Ft. Arrangement: Alphabetical</p> <p>Recommendation: Retain for five (5) years following inactivation, then dispose of.</p>

APPLICATION FOR AUTHORITY TO
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
116.	<p><u>COMMUNITY DEVELOPMENT BLOCK GRANT RECORDS</u></p> <p>Dates: 1988- Volume: 26 Cu. Ft. Annual Accumulation: 5 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain grant records for three (3) years following completion of the terms of the grant, then dispose of.</p>
117.	<p><u>CONTRACTS (COPIES ONLY)</u></p> <p>Dates: 1988- Volume: 8 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Chronological, Alphabetical</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>
118.	<p><u>EDUCATIONAL RELEASE TIME</u></p> <p>Dates: 1988- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consist of approval for employees time off for school.</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
119.	<p><u>FOOD COUPON SIGN IN SHEETS FOR DISTRIBUTION</u></p> <p>Dates: 1987- Volume: 3 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 RECORD SERIES
120.	<p><u>GRANT RECORDS (COPIES ONLY)</u></p> <p>Dates: 1988- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>
121.	<p><u>LOG SHEETS (CLIENT COUNTS, RENTAL ASSISTANCE, ETC.)</u></p> <p>Dates: 1991- Volume: 2 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years from date of last entry, then dispose of.</p>
122.	<p><u>MONTHLY ACTIVITY REPORT (SHELTERS)</u></p> <p>Dates: 1991- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
123.	<p><u>PERSONNEL RECORDS (COPIES ONLY)</u></p> <p>Dates: 1989- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain for five (5) years after termination of employment, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
124.	<p><u>PURCHASE ORDERS AND REQUISITIONS</u></p> <p>Dates: 1989- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
125.	<p><u>REHAB SURVEY OF SHELTERS</u></p> <p>Dates: 1991- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
126.	<p><u>RENTAL ASSISTANCE PROGRAM RECORDS (FINANCIAL)</u></p> <p>Dates: 1987- Volume: 30 Cu. Ft. Annual Accumulation: 5 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
127.	<p><u>SECTION-8 APPLICATIONS (COPIES; ORIGINALS IN CHA)</u></p> <p>Dates: 1992- Volume: 2 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
128.	<p><u>SHELTER PROVIDER FILES</u></p> <p>Dates: 1991- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of managers evaluations and data on shelters.</p> <p>See page 36A for recommendation. Recommendation: Retain for five (5) years, then dispose of.</p>
129.	<p><u>SHELTER SURVEY</u></p> <p>Dates: 1993- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
130.	<p><u>TOKEN RECEIPTS</u></p> <p>Dates: 1992- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
131.	<p><u>TIME RECORDS (OVERTIME, SICK, LEAVE OF ABSENCE, VACATION, ETC.)</u></p> <p>Dates: 1989- Volume: 12 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

APPLICATION FOR AUTHORITY
TO DISPOSE OF LOCAL RECORDS
(RECORDS RETENTION SCHEDULE)
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Item No.

Record Series Title, Description and Recommendation

The recommendation of item #128 was added and approved by the Local Records Commission of Cook County on May 14, 2013.

Martha A. Martinez

Chairman

128.

SHELTER PROVIDER FILES

Dates: 1991-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of managers evaluations and data on shelters.

Recommendation: Retain for five (5) years after shelter is no longer part of the program, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<u>PERSONNEL</u>
132.	<p><u>ACCIDENT REPORTS</u></p> <p>Dates: 1985- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
133.	<p><u>ADMINISTRATIVE/CORRESPONDENCE FILES</u></p> <p>Dates: 1989- Volume: 16 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Chronological, Alphabetical</p> <p>Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>
134.	<p><u>INSURANCE POLICIES AND CLAIMS</u></p> <p>Dates: 1983- Volume: 2 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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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
135.	<p><u>PERSONNEL FILES</u></p> <p>Dates: 1965- Volume: 250 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain individual work and salary history records for sixty (60) years or until terminated employee's seventy-eighth birthday, whichever occurs first, then dispose of. If the employee has not retired by age seventy-eight, 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>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<u>RESEARCH AND PLANNING</u>
136.	<p><u>ADMINISTRATIVE/CORRESPONDENCE FILES</u></p> <p>Dates: 1991- Volume: 21 Cu. Ft. Annual Accumulation: 7 Cu. Ft. Arrangement: Chronological, Alphabetical</p> <p>Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>
137.	<p><u>DEPARTMENT OF HUMAN SERVICES COMMUNITY SERVICE CENTER PROGRAM SUMMARIES AND ACCOMPLISHMENTS (STATISTICAL)</u></p> <p>Dates: 1970- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological, Alphabetical</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
138.	<p><u>DEPARTMENT OF HUMAN SERVICES PROFILE REPORTS</u></p> <p>Dates: 1971- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological, Alphabetical</p> <p>This record series consists of statistics - service levels, demographics of clients served, etc.</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
139.	<p><u>EMPLOYMENT AND OCCUPATIONAL DATA (ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY)</u></p> <p>Dates: 1971- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
140.	<p><u>NEWSPAPER CLIPPINGS</u></p> <p>Dates: 1993- Volume: Negligible 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>
141.	<p><u>PERSONNEL FILES (DUPLICATES ONLY)</u></p> <p>Dates: 1981- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain for five (5) years after termination of employment, then dispose of.</p>
142.	<p><u>TIME RECORDS (DAILY TIME REPORTS)</u></p> <p>Dates: 1992- Volume: 2 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
143.	<p data-bbox="289 449 870 478"><u>U.S. BUREAU OF THE CENSUS DATA</u></p> <p data-bbox="289 514 1024 640">Dates: 1970- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="289 674 1495 703">Recommendation: Retain for five (5) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<u>SENIOR AIDE PROGRAM</u>
144.	<p><u>MONTHLY REPORT - NATIONAL COUNCIL OF SENIOR CITIZENS</u></p> <p>Dates: 1992- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years; then dispose of.</p>
145.	<p><u>PERSONNEL RECORDS (SENIOR CITIZENS)</u></p> <p>Dates: 1973- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>This record series consists of personnel records of senior citizens who work for Department of Human Services.</p> <p>Recommendation: Retain individual work and salary history records for sixty (60) years or until terminated employee's seventy-eighth birthday, whichever occurs first, then dispose of. If the employee has not retired by age seventy-eight, 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>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<p>New records/departments (Items 146-153), were added to Application 94:20C and were reviewed and approved by the Local Records Commission of Cook County.</p> <p><u>10/11/94</u> Date</p> <p><u>[Signature]</u> Chair</p> <p><u>[Signature]</u> Secretary</p>
	<p><u>CHILDREN SERVICES</u></p>
<p>146.</p>	<p><u>ADMINISTRATIVE/CORRESPONDENCE FILES</u></p> <p>Dates: 1992- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological, Alphabetical</p> <p>Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>
<p>147.</p>	<p><u>GRANT RECORDS (CDBG, HEAD START, ETC.)</u></p> <p>Dates: 1991- Volume: 160 Cu. Ft. Annual Accumulation: 50 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain grant records for three (3) years following completion of the terms of the grant, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
148.	<p><u>MINUTES</u></p> <p>Dates: 1992- Volume: 2 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain originals permanently. Retain <u>duplicate minutes</u> for one (1) year, then dispose of.</p>
149.	<p><u>TRAVEL EXPENSE RECORDS (COPIES)</u></p> <p>Dates: 1992- Volume: 4 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
	<u>MONITORING AND REPORTING</u>
150.	<p><u>ADMINISTRATIVE/CORRESPONDENCE FILES</u></p> <p>Dates: 1991- Volume: 8 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological, Alphabetical</p> <p>Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>
151.	<p><u>DELEGATE AGENCY FILES - NARRATIVE AND STATISTICAL REPORTS ENSURING CONTRACTS AND AGREEMENTS ARE MET--COPIES OF CENTRAL FILES BY AGENCY</u></p> <p>Dates: 1991- Volume: 16 Cu. Ft. Annual Accumulation: 5 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of.</p>
152.	<p><u>GRANT RECORDS</u></p> <p>Dates: 1992- Volume: 14 Cu. Ft. Annual Accumulation: 7 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain grant records for three (3) years following completion of the terms of the grant, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
153.	<p><u>PERSONNEL FILES (DUPLICATES ONLY)</u></p> <p>Dates: 1985- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: Retain for five (5) years after termination of employment, then dispose of.</p>