



OFFICE OF THE SECRETARY OF STATE LOCAL RECORDS COMMISSION OF COOK COUNTY

2022-03-08 00:00:00

ILLINOIS STATE ARCHIVES
MARGARET CROSS NORTON BUILDING
SPRINGFIELD, IL 62756
(217) 782-7075
FAX (217) 557-1928

JESSE WHITE
Secretary of State
State Archivist

2022-03-08 00:00:00

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President Cook County
Board of Commissioners

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DAVID A. JOENS
State Archivist Designee

IAN HUNT
State Historian Designee

Susan Izban, Records Mgr.
Chicago Board of Education
1 N. Dearborn, Ste.900
Chicago, IL 60602

Dear Ms. Izban:

Per a request from your agency or one of our Records Archivists, the Local Records Commission of Cook County has approved the modification of Application for Authority to Dispose of Local Records No. 21:020C.

Please file the enclosed new or replacement pages with your original application and retain permanently. If we have enclosed a printout of an electronic copy of the original cover sheet, please retain the original signature sheet with the new copy.

Should you have any questions concerning the above, please contact our staff at (217)782-7076.

Sincerely,

Robert C. Boots, Archival Program Administrator
Records Management Section
Illinois State Archives
rboots@ilsos.net

Enclosure(s)

RB:ab

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

Local Records Commission
Of Cook County, Illinois

Application No. 21:020C

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

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AGENCY

Chicago Board of Education

ADDRESS

1 North Dearborn, Ste. 900

CITY

Chicago

ZIP

60602

PHONE

773-553-1679

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

Tanya Anthony

Chair

David Joens

Director, State Archives

September 14, 2021

Date

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.

ESTELA G. BELTRAN

AUGUST 17, 2021

Signature of Agency Head

Date

Secretary to the Board of Education

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF:

- After their individual retention period is complete,
- If they are correctly listed on a Records Disposal Certificate submitted to and approved by the Local Records Commission of Cook County thirty (30) days prior to disposal,
- Providing any local, state, and federal audit requirements have been met,
- As long, as they are not needed for any litigation either pending or anticipated.

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

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

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

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

This application supersedes application #01:036C

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

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

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

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

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Item No.

Record Series Title, Description and Recommendation

AGENCY-WIDE

100. APPLICATIONS FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND
LOCAL RECORDS DISPOSAL CERTIFICATES

Dates: 1982-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain permanently.

101. ADMINISTRATIVE FILES AND MISCELLANEOUS CORRESPONDENCE,
INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT
RELATED TO ANOTHER RECORDS SERIES; COPIES, REFERENCE MATERIALS,
PUBLICATIONS, ETC.

Dates: 2020-
Volume: 500 Cubic Feet/60 T.B.
Annual Accumulation: 500 Cubic Feet/60 T.B.
Arrangement: Chronological and Alphabetical

Recommendation: Retain for one (1) year, then dispose of
records no longer possessing any further
administrative, fiscal, legal, and/or
historical value.

102. ADVERTISING/MARKETING RECORDS

Dates: 2010-
Volume: 10 Cubic Feet/3 G.B.
Annual Accumulation: 2 Cubic Feet
Arrangement: Chronological and Alphabetical

Recommendation: Retain for one (1) year, then dispose of.

103. APPOINTMENT BOOKS, CALENDARS, PHONE LOGS, MESSAGE PADS

Dates: 2018-
Volume: 15 Cubic Feet/30 G.B.
Annual Accumulation: 5 Cubic Feet/15 G.B.
Arrangement: Chronological

Recommendation: Retain for two (2) years, then dispose of.

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

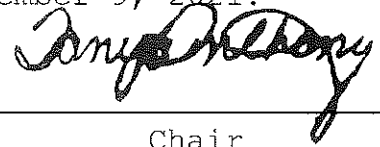
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Item No.

Record Series Title, Description and Recommendation

The date of item #104 was amended and approved by the Local Records Commission of Cook County on November 9, 2021.



Chair

104.

AUDIT AND REVIEW (INTERNAL AND EXTERNAL) (OTHER THAN FINANCIAL) REPORTS, WORKPAPERS, AND SUPPORTING DOCUMENTS, (INCLUDES ISBE, SCHOOL, DEPARTMENT, PROGRAM, OPERATIONAL, TITLE/CHAPTER AUDITS), ETC.

Dates: 2019- 2014-
Volume: 690 Cubic Feet/100 G.B.
Annual Accumulation: 14 Cubic Feet/4 G.B.
Arrangement: Chronological

Recommendation: Retain ISBE Audits for seven (7) years, then dispose of.
Retain all other audits/reviews for three (3) years after completion of the program, then dispose of.

**APPLICATION FOR AUTHORITY
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105.	<p><u>COMPREHENSIVE/LONG RANGE PLANS, STRATEGIC PLANS, AND IMPROVEMENT PLANS (INCLUDES ONE-YEAR, FIVE-YEAR, TEN-YEAR IMPROVEMENT PLANS, DESEGREGATION, EDUCATION, LEARNING ASSESSMENT, ETC.)</u></p> <p>Dates: 2010- Volume: 20 Cubic Feet/50 G.B. Annual Accumulation: 10 Cubic Feet/5 G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for five (5) years following supersedence, then dispose of.</p>
106.	<p><u>CONTEST/TOURNAMENT/CONFERENCE/PROMOTIONAL EVENTS RECORDS (INCLUDES SCORES, SCOREBOOKS, STATISTICS, REGISTRATIONS, OFFICIALS, ENTRY FORMS, FINISHES, RESULTS AND OTHER CONTEST RECORDS FOR SCHOLASTIC/ACADEMICS, AND PROMOTIONAL EVENTS)</u></p> <p>Dates: 1920- Volume: 50 Cubic Feet/10 G.B. Annual Accumulation: 25 Cubic Feet/5 G.B. Arrangement: Chronological and Alphabetical</p> <p>Includes historic value records back to 1920.</p> <p>Recommendation: Retain for five (5) years, then dispose of records no longer possessing historical value. Retain records containing historical materials permanently.</p>
107.	<p><u>DELIVERY/RECEIVING REPORTS AND REQUESTS</u></p> <p>Dates: 2019- Volume: 12 Cubic Feet/4 G.B. Annual Accumulation: 6 Cubic Feet/2 G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

**APPLICATION FOR AUTHORITY
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108.	<p data-bbox="256 369 1468 436"><u>EQUIPMENT AND VEHICLE ASSIGNMENT (INCLUDES TECHNOLOGY/COMPUTER, PHONES, IPADS, KEYS, RADIO, SNOWPLOWS, VEHICLES, ETC.)</u></p> <p data-bbox="256 478 1049 617">Dates: 2018- Volume: 6 Cubic Feet/3 G.B. Annual Accumulation: 2 Cubic Feet/1 G.B. Arrangement: Chronological</p> <p data-bbox="256 659 1468 726">Recommendation: Retain for two (2) years following end of assignment, then dispose of.</p>
109.	<p data-bbox="256 768 1360 835"><u>EQUIPMENT, TECHNOLOGY, FURNITURE, VEHICLE MAINTENANCE AND REPAIR FILES</u></p> <p data-bbox="256 877 1084 1016">Dates: 2019- Volume: 12 Cubic Feet/10 G.B. Annual Accumulation: 6 Cubic Feet/6 G.B. Arrangement: Chronological</p> <p data-bbox="256 1058 1468 1125">Recommendation: Retain until equipment is sold, traded, or junked, then dispose of.</p>
110.	<p data-bbox="256 1167 1130 1194"><u>FORMS (DATA ENTERED INTO AN ELECTRONIC SYSTEM)</u></p> <p data-bbox="256 1236 993 1375">Dates: 2021- Volume: 4,000 Cubic Feet Annual Accumulation: 4,000 Cubic Feet Arrangement: Chronological</p> <p data-bbox="256 1417 1321 1512">Recommendation: Retain for thirty (30) days following successful entry/scanning into the CPS system, then dispose of.</p>

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111.	<p data-bbox="256 373 1458 441"><u>FREEDOM OF INFORMATION ACT (FOIA) REQUESTS AND DENIALS AND NON-FREEDOM OF INFORMATION REQUESTS AND DENIALS</u></p> <p data-bbox="256 478 1263 621">Dates: 2019- Volume: Negligible/3 G.B. Annual Accumulation: Negligible/1 ½ G.B. Arrangement: Chronological and Alphabetical</p> <p data-bbox="256 659 1414 802">Recommendation: Retain for two (2) years after filing date, then dispose of, provided no review is pending with the Attorney General's Public Access Counselor.</p>
112.	<p data-bbox="256 840 1442 907"><u>GENERAL SURVEYS AND QUESTIONNAIRES-PARENTS AND EMPLOYEES (NON STUDENT OR ISBE)</u></p> <p data-bbox="256 945 1089 1087">Dates: 2016- Volume: 12 Cubic Feet/18 G.B. Annual Accumulation: 3 Cubic Feet/405 G.B. Arrangement: Chronological</p> <p data-bbox="256 1125 1414 1159">Recommendation: Retain for five (5) years, then dispose of.</p>
113.	<p data-bbox="256 1197 1458 1339"><u>HISTORICAL AND/OR ARCHIVAL MATERIALS (FORMATION RECORDS INCLUDING APPOINTMENTS, SALARIES, SPEECHES, NEW CLIPPINGS, PICTURES, GROUNDBREAKING AND DEDICATIONS, STUDENT DIRECTORIES, GRAD AND ATTENDANCE REGISTERS, ETC.)</u></p> <p data-bbox="256 1377 1122 1520">Dates: 1886- Volume: 100 Cubic Feet/600 M.B. Annual Accumulation: ½ Cubic Feet/300 M.B. Arrangement: Chronological</p> <p data-bbox="256 1558 954 1591">Recommendation: Retain permanently.</p>

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation
114.	<p><u>IN-SERVICE, INSTITUTE, TRAINING, PROFESSIONAL DEVELOPMENT, AND WORKSHOP RECORDS (APPLICATIONS/INVITATIONS TO ATTEND/PARTICIPATE, PROGRAM INFORMATION, SCHEDULES, AGENDA, SPEAKERS, REGISTRATIONS, ATTENDANCE LISTS, HANDOUTS, PROGRAM EVALUATIONS.)</u></p> <p>Dates: 2016- Volume: 50 Cubic Feet/30 G.B. Annual Accumulation: 10 Cubic Feet/6 G.B. Arrangement: Chronological</p> <p>Recommendation: Retain employee training histories certifications, documentation of training and participation and completion for five (5) years after the termination of employment, then dispose of. Retain other records in this record series for five (5) years, then dispose of.</p>
115.	<p><u>INVENTORIES-ASSET REGISTERS, TRANSFERS, AND DISPOSAL RECORDS</u></p> <p>Dates: 2018- Volume: 3 Cubic Feet/9 G.B. Annual Accumulation: 1 Cubic Feet/3 G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for two (2) years after superseded by a new inventory, then dispose of.</p>
116.	<p><u>LEGAL AND MEETING NOTICES, CERTIFICATES OF PUBLICATION, AND PRESS RELEASES</u></p> <p>Dates: 2020- Volume: 2 Cubic Feet/1 ½ G.B. Annual Accumulation: 2 Cubic Feet/1 ½ G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation
117.	<p><u>POLICIES AND PROCEDURES RELATING TO DAY-TO-DAY OPERATIONAL (INCLUDES POLICY AND PROCEDURES COMMUNICATIONS, GUIDELINES, MANUALS ETC.)</u></p> <p>Dates: 2018- Volume: 15 Cubic Feet/15 G.B. Annual Accumulation: 5 Cubic Feet/3 G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
118.	<p><u>POLICY DEVELOPMENT RECORDS (INCLUDES NOTES, SIGNIFICANT DRAFTS, STAKEHOLDER ENGAGEMENT, PUBLIC COMMENT, SUPPORTING DOCUMENTS, ETC.)</u></p> <p>Dates: 2020- Volume: 10 Cubic Feet/8 G.B. Annual Accumulation: 10 Cubic Feet/8 G.B. Arrangement: Chronological/Alphabetical</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
119.	<p><u>POSTAGE RECORDS</u></p> <p>Dates: 2019- Volume: 10 Cubic Feet/2 G.B. Annual Accumulation: 5 Cubic Feet/1 G.B. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
120.	<p><u>PROGRAM FILES (INCLUDE APPLICATIONS, REPORTS, COMPLIANCE AUDITS, EVALUATIONS, AND SUPPORTING DOCUMENTS FOR GRANT, STATE AND FEDERAL AID PROGRAMS, TITLE AND CHAPTER PROGRAMS, ETC.)</u></p> <p>Dates: 2018- Volume: 400 Cubic Feet/200 G.B. Annual Accumulation: 200 Cubic Feet/100 G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for three (3) years after final financial reports are submitted, then dispose of.</p>

**APPLICATION FOR AUTHORITY
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(continued)**

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Item No.	Record Series Title, Description and Recommendation
121.	<p><u>PUBLICATIONS, BROCHURES, PAMPHLETS, YEARBOOKS, BROADCASTS, NEWSLETTERS, SCHOOL DIRECTORIES, ETC.</u></p> <p>Dates: 1879- Volume: 100 Cubic Feet/6 G.B. Annual Accumulation: 20 Cubic Feet/3 G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain one (1) copy permanently.</p>
122.	<p><u>RECORD OF SCHOOL/DEPARTMENT VISITORS/REPORT CARD PICKUP</u></p> <p>Dates: 2019- Volume: 16 Cubic Feet/600 G.B. Annual Accumulation: 8 Cubic Feet/600 G.B. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
123.	<p><u>RECORD MANAGEMENT FILES (DEPARTMENT, SCHOOL ADMINISTRATIVE OFFICE), STORAGE AND DISPOSAL REQUESTS AND AUTHORIZATIONS</u></p> <p>Dates: 1998- Volume: 100 Cubic Feet/20 G.B. Annual Accumulation: 4 Cubic Feet/1 G.B. 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>

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(continued)**

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Record Series Title, Description and Recommendation

124. REPORTS AND RECORDS, COMPLIANCE MONITORING (ATTENDANCE, TESTING, CLASS SIZE, DROPOUTS, ETC.) (INCLUDES ISBE REPORTS-RACIAL/ETHNIC, CIVIL RIGHTS, IMMUNIZATION AND/STUDENTS IN TEMPORARY LIVING, VISITATION, HOUSEKEEPING, ANNUAL DISTRICT, END OF YEAR, DROPOUT, ENROLLMENT, HOUSING, SALARY, ANNUAL REPORTS, STAFF DEVELOPMENT, ATTENDANCE, HIGH SCHOOL CENSUS, FACILITY INVENTORY, COMPLIANCE, SCHOOL REPORT CARDS, ETC.)

Dates: 2016-
Volume: 15 Cubic Feet/15 G.B.
Annual Accumulation: 5 Cubic Feet/3 G.B.
Arrangement: Chronological

Recommendation: Retain for five (5) years, then dispose of.

The date of item #125 was amended and approved by the Local Records Commission of Cook County on November 9, 2021.


Chair

125. REPORTS-DEPARTMENTAL, MANAGEMENT AND STATISTICAL (DAILY, WEEKLY, MONTHLY, ANNUALLY)

Dates: ~~2019-~~ 2014-
Volume: 50 Cubic Feet/72 G.B.
Annual Accumulation: 25 Cubic Feet/36 G.B.
Arrangement: Chronological

Recommendation: Retain daily, weekly and monthly reports for two (2) years, then dispose of. Retain annual/year-to-date reports for seven (7) years, then dispose.

**APPLICATION FOR AUTHORITY
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(continued)**

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Item No.	Record Series Title, Description and Recommendation
126.	<p><u>REQUESTS FOR STUDENT RECORDS</u></p> <p>Dates: 2000- Volume: 750 Cubic Feet/20 G.B. Annual Accumulation: 45 Cubic Feet/13 ½ G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
127.	<p><u>REVIEWS, STUDIES, AND ADMINISTRATIVE PROJECTS</u></p> <p>Dates: 2000- Volume: 50 Cubic Feet/10 G.B. Annual Accumulation: 8 Cubic Feet/4 G.B. Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
128.	<p><u>SCHEDULES, DAILY ACTIVITY, ASSIGNMENTS, LISTS AND ITINERARY RECORDS-EMPLOYEES, STAFF, TEACHERS, STUDENTS, CLASS, ETC.</u></p> <p>Dates: 2018- Volume: 20 Cubic Feet/8 G.B. Annual Accumulation: 10 Cubic Feet/3 G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
129.	<p><u>STUDIES AND SURVEYS</u></p> <p>Dates: 2006- Volume: 20 Cubic Feet/50 G.B. Annual Accumulation: 10 Cubic Feet/5 G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for ten (10) years, then dispose of.</p>

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation
130.	<p><u>TECHNOLOGY AND INFORMATION PLANS</u></p> <p>Dates: 2014- Volume: 35 Cubic Feet/10 ½ G.B. Annual Accumulation: 5 Cubic Feet/1 ½ G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
131.	<p><u>VISITOR AND EXIT PASSES (LEAVING WITH SUPPLIES AND EQUIPMENT)</u></p> <p>Dates: 2019- Volume: 6 Cubic Feet Annual Accumulation: 3 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
132.	<p><u>WORK AND/OR REPAIR ORDERS AND SERVICE REQUESTS</u></p> <p>Dates: 2020- Volume: 10 Cubic Feet/12 G.B. Annual Accumulation: 8 Cubic Feet/6 G.B. Arrangement: Chronological</p> <p>Recommendation: Retain for sixty (60) days after completion of the work or service, then dispose of.</p>

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Item No.

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SCHOOL OPERATIONS

200.

APPLICATIONS (STUDENT) AND SUPPORTING RECORDS FOR SCHOOLS AND PROGRAMS (INCLUDES APPLICATIONS AND ALL RELATED/SUPPORTING RECORDS FOR STUDENTS APPLYING TO SPECIFIC SCHOOLS (SUCH AS MAGNET SCHOOLS) AND/OR SCHOOL-RELATED PROGRAMS INCLUDING LOTTERY, SELECTIVE ENROLLMENT, PRINCIPAL'S DISCRETION, OPTIONS FOR KNOWLEDGE, MINORITY, GIFTED, ETC. INCLUDES ACCEPTED AND REJECTED APPLICATIONS)

Dates: 2014-
Volume: 310 Cubic Feet/150 G.B.
Annual Accumulation: 2 Cubic Feet/30 G.B.
Arrangement: Chronological

Recommendation: Retain for seven (7) years after date of rejection or acceptance, then dispose of.

201.

ATHLETIC/PLAYER RECORDS (INCLUDES PLAYER RECORD CARD, SPORTS PHYSICAL, WAIVERS, PERMISSIONS, ELIGIBILITY, CONSENTS, CONCUSSION, AGREEMENTS/STUDENT CONTRACTS, DRUG TESTING, TRAVEL, EARLY DISMISSAL, ETC.)

Dates: 1990-
Volume: 600 Cubic Feet
Annual Accumulation: 60 Cubic Feet/18 G.B.
Arrangement: Chronological and Alphabetical

Recommendation: Retain for five (5) years after graduation or date of last attendance, then dispose of.

APPLICATION FOR AUTHORITY
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Item No.

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The recommendation of item #202 was amended and approved by the Local Records Commission of Cook County on November 9, 2021.


Chair

202.

ATTENDANCE AND GRADE RECORDS (INCLUDES DAILY ATTENDANCE RECORDS, ABSENCE, TARDY, EARLY DISMISSAL LOGS, AND NOTES, ROSTERS, GRADE AND PROGRESS REPORTS LISTING MULTIPLE STUDENTS, REGISTRIES, ETC.)

Dates: 1960-
Volume: 3,000 Cubic Feet/4 T.B.
Annual Accumulation: 800 Cubic Feet/900 G.B.
Arrangement: Chronological and Alphabetical

Recommendation: ~~Retain for two (2) years, then dispose of.~~
Retain Attendance for three (3) years provided the record is transferred to the student's permanent record, then dispose of.
Retain Grade/Progress Listing for one (1) year provided the record is transferred to the student's permanent record, then dispose of.

203.

COURSE/CLASS SELECTIONS AND APPROVALS

Dates: 2018-
Volume: 50 Cubic Feet/40 G.B.
Annual Accumulation: 25 Cubic Feet/22 G.B.
Arrangement: Chronological

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

**APPLICATION FOR AUTHORITY
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Item No.	Record Series Title, Description and Recommendation
204.	<p><u>COURSE/CURRICULUM FILES (COURSE OFFERINGS, DESCRIPTIONS, SYLLABI, GOALS, OBJECTIVES, OUTLINES)</u></p> <p>Dates: 2019- Volume: 50 Cubic Feet/40 G.B. Annual Accumulation: 25 Cubic Feet/22 G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for two (2) years after superseded by a new offering, description, syllabi, goal, objective or outline, then dispose of.</p>
205.	<p><u>DIPLOMAS (UNCLAIMED)</u></p> <p>Dates: 2020- Volume: 5 Cubic Feet/3 G.B. Annual Accumulation: 5 Cubic Feet/3 G.B. Arrangement: Alphabetical and Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
206.	<p><u>DRIVER'S EDUCATION RECORDS</u></p> <p>Dates: 2012- Volume: 6 Cubic Feet/600 M.B. Annual Accumulation: 2 Cubic Feet/300 M.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for three (3) years after completion of the program, then dispose of.</p>

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Item No.

Record Series Title, Description and Recommendation

The recommendation of item #207 was amended and approved by the Local Records Commission of Cook County on November 9, 2021.


Chair

207. EMERGENCY INFORMATION RECORD (STUDENT)

Dates: 2020-
Volume: 70 Cubic Feet/21 G.B.
Annual Accumulation: 70 Cubic Feet/21 G.B.
Arrangement: Chronological and Alphabetical

Recommendation: ~~Retain for one (1) year, then dispose of.~~
**Retain until superseded or student
permanently withdraws from school, then
dispose of.**

208. ENROLLMENT RECORD/FORM (STUDENT)

Dates: 2016-
Volume: 125 Cubic Feet/40 G.B.
Annual Accumulation: 25 Cubic Feet/8 G.B.
Arrangement: Chronological and Alphabetical

Recommendation: Retain until administrative use is complete,
then dispose of.

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Item No.	Record Series Title, Description and Recommendation
209.	<p><u>FAMILY INFORMATION AND INCOME FORMS (FIIF), STUDENT FEE WAIVERS, FREE/REDUCED MEAL APPLICATIONS AND SUPPORTING DOCUMENTS (STUDENT)</u></p> <p>Dates: 2018- Volume: 300 Cubic Feet/24 G.B. Annual Accumulation: 100 Cubic Feet/8 G.B. Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
210.	<p><u>FIELD TRIP/STUDENT TRAVEL RECORDS (PERMISSIONS, NOTIFICATIONS, APPLICATIONS, ETC.)</u></p> <p>Dates: 2019- Volume: 15 G.B. Annual Accumulation: 3 G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
211.	<p><u>FOOD SERVICE BOARD OF HEALTH INSPECTIONS</u></p> <p>Dates: 2019- Volume: ¾ Cubic Feet/200 M.B. Annual Accumulation: ¾ Cubic Feet/75 M.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for two (2) years after superseded or two (2) years after CPS no longer has operational custody of the building requiring additional records to be generated, then dispose of.</p>
212.	<p><u>FOOD SERVICE KITCHEN/LUNCHROOM MANAGER'S REPORTS AND RECORDS (INCLUDES SANITATION, TEMPERATURE LOGS, COMPLIANCE REPORTS, SANITATION CERTIFICATES, ETC.)</u></p> <p>Dates: 2015- Volume: 525 Cubic Feet/1 G.B. Annual Accumulation: 105 Cubic Feet/300 M.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for five (5) years after superseded, then dispose of.</p>

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213.	<p><u>FOOD SERVICE PROGRAM RECORDS (INCLUDES REVIEWS, PRODUCTION RECORDS, RECAPS AND PROGRAM REPORTS, ORDERS, STANDARDS OF SERVICE, MENUS, COMMODITIES, INSPECTIONS, MEAL LISTS, INVENTORIES, DELIVERIES, STATISTICAL REPORTS, ETC.)</u></p> <p>Dates: 2017- Volume: 190 Cubic Feet/144 G.B. Annual Accumulation: 37 Cubic Feet/36 G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for three (3) years following the date of final expenditure report, then dispose of.</p>
214.	<p><u>GRADUATE LISTS</u></p> <p>Dates: 1930- Volume: 160 Cubic Feet/54 G.B. Annual Accumulation: 10 Cubic Feet/6 G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain permanently.</p>
215.	<p><u>HEALTH/NURSE'S ROOM REPORTS (MEDICATION LOGS, SIGN-IN RECORDS, ETC.)</u></p> <p>Dates: 2019- Volume: 20 Cubic Feet/2 G.B. Annual Accumulation: 10 Cubic Feet/1 ½ G.B. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
216.	<p><u>LESSON PLANS</u></p> <p>Dates: 2019- Volume: 20 Cubic Feet/12 G.B. Annual Accumulation: 10 Cubic Feet/5 G.B. Arrangement: Chronological</p> <p>Recommendation: Retain until administrative use is complete, then dispose of.</p>

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217.	<p><u>LIBRARY ADMINISTRATIVE RECORDS (INCLUDES CIRCULATION FINES, FINES, COLLECTION ADDITIONS/DELETIONS, BORROWING, MATERIAL CONFIRMATIONS, LOAN REQUESTS, ETC.)</u></p> <p>Dates: 2019- Volume: 5 Cubic Feet/6 G.B. Annual Accumulation: 3 G.B. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
218.	<p><u>PARENTAL PERMISSION / CONSENT FORMS FOR PARTICIPATION IN SCHOOL-RELATED ACTIVITIES AND PROGRAMS (INCLUDES AFTERSCHOOL, BEFORE SCHOOL, GIFTED, HONORS, TUTORING, DONATION PROGRAMS, SPORTS, DRIVERS EDUCATION, EXTRACURRICULAR ACTIVITIES, ETC.</u> <u>NOTE: DOES NOT INCLUDE PERMISSION FORMS FOR INTERNET / NETWORK USE OR MEDIA (WHICH ARE CONSIDERED PART OF THE STUDENT TEMPORARY RECORD)</u></p> <p>Dates: 2016- Volume: 200 Cubic Feet/60 G.B. Annual Accumulation: 50 Cubic Feet/30 G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
219.	<p><u>REPORTS CARDS-INDIVIDUAL STUDENT</u></p> <p>Dates: 2019- Volume: 140 Cubic Feet/42 G.B. Annual Accumulation: 70 Cubic Feet/21 G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for two (2) years, then dispose of provided the grade record has been posted to the student's permanent record.</p>

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Item No.	Record Series Title, Description and Recommendation
220.	<p><u>SCHOLARSHIP RECORDS (INCLUDES LISTS OF APPLICANTS AND AWARDS)</u></p> <p>Dates: 2015- Volume: 2 ½ G.B. Annual Accumulation: 50 M.B. Arrangement: Alphabetical and Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
221.	<p><u>STUDENT HEALTH-RELATED SCREENING RECORDS AND REPORTS (VISION, HEARING, ETC.)</u></p> <p>Dates: 2016- Volume: 300 Cubic Feet/50 G.B. Annual Accumulation: 70 Cubic Feet/10 G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
222.	<p><u>TEST SCORES (LISTING MULTIPLE STUDENTS)</u></p> <p>Dates: 2009- Volume: 36 Cubic Feet/24 G.B. Annual Accumulation: 3 Cubic Feet/2 G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
223.	<p><u>TRANSPORTATION MONITORING AND COMPLIANT RECORDS (INCLUDES TRANSPORTATION MONITORING, STUDENT LISTS, SERVICE COMPLAINTS, PENALTIES, ETC.)</u></p> <p>Dates: 1930- Volume: 160 Cubic Feet/54 G.B. Annual Accumulation: 10 Cubic Feet/6 G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>

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224.	<p><u>TRANSPORTATION REQUESTS FOR EXCEPTION-APPLICATION TO DETERMINATION OF SERIOUS SAFETY HAZARD</u></p> <p>Dates: 2019- Volume: 2 Cubic Feet/300 M.B. Annual Accumulation: 1 Cubic Feet/300 M.B. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
225.	<p><u>TRANSPORTATION RIDER AND ROUTE RECORDS (INCLUDES STUDENT ROSTERS/LISTS, ROUTES, ROUTE CHANGES/UPDATES, ROUTE TRACING, ETC.)</u></p> <p>Dates: 2014- Volume: 8 Cubic Feet/3 G.B. Annual Accumulation: 4 Cubic Feet/1 ½ G.B. Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
226.	<p><u>TRANSPORTATION/SCHOOL BUS APPLICATIONS AND REQUESTS (INCLUDES ELIGIBILITY, SCHOOL BUS STOP CHANGE APPLICATIONS, SIBLING TRANSPORTATION REQUESTS, DAY/CHILD CARE STOPS, LOCATION CHANGE REQUESTS, EXCEPTION REQUESTS, CHICAGO PARK DISTRICT - PARK KIDS PROGRAM REQUESTS, ETC.)</u></p> <p>Dates: 2019- Volume: 20 Cubic Feet/6 G.B. Annual Accumulation: 10 Cubic Feet/3 G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
227.	<p><u>WORK PERMITS (STUDENT)</u></p> <p>Dates: 2019- Volume: 4 Cubic Feet/1 ¼ G.B. Annual Accumulation: 2 Cubic Feet/600 M.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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Item No.

Record Series Title, Description and Recommendation

STUDENT RECORDS

300.

STUDENT HEALTH RECORD-HEALTH RECORD

Dates: 1920-
Volume: 26,000 Cubic Feet/1 T.B.
Annual Accumulation: 650 Cubic Feet/195 G.B.
Arrangement: Alphabetical

Recommendation: Student permanent records: 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. See Illinois Administrative Code Title 23, Section 375.10 for record contents.

301.

STUDENT PERMANENT RECORD-(INCLUDES ES AND HS TRANSCRIPT AND ES REGISTRATION CARD)

Dates: 1890-
Volume: 93,000 Cubic Feet/840 G.B.
Annual Accumulation: 150 Cubic Feet/43 G.B.
Arrangement: Alphabetical

Recommendation: Student permanent records: 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. See Illinois Administrative Code Title 23, Section 375.10 for record contents.

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302.	<p><u>STUDENT TEMPORARY RECORD (INCLUDES CUMULATIVE RECORD, CUMULATIVE STUDENT RECORD CARD, TRUANCY, DISCIPLINE, PROGRESS REPORTS, ENGLISH LEARNER RECORD, OPT-IN AND OPT-OUT RECORDS, HOMEBOUND / HOME HOSPITAL)</u></p> <p>Dates: 1994-(HS) 2001-(ES) Volume: 63,000 Cubic Feet/11 T.B. Annual Accumulation: 2,500 Cubic Feet/765 G.B. Arrangement: Alphabetical</p> <p>Recommendation: Retain for not less than five (5) years after student has transferred, graduated, or otherwise withdrawn from the school. Parents must be notified before the disposal of any Student Temporary Records. See Illinois Administrative Code Title 23, Section 375.10 for record contents.</p>
303.	<p><u>TEMPORARY STUDENT SPECIAL EDUCATION RECORD (INCLUDES IEP AND 504 PLANS, HOMEBOUND / HOME HOSPITAL, DUE PROCESS, ASSISTIVE TECHNOLOGY, SERVICE LOGS, ETC.)</u></p> <p>Dates: 1994- Volume: 71,00 Cubic Feet/9 T.B. Annual Accumulation: 2,500 Cubic Feet/675 G.B. Arrangement: Alphabetical</p> <p>Recommendation: Student special education records may be disposed of five (5) years after graduation or permanent withdrawal of the student. 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 the student if the student has succeeded to the rights of the parent.</p>

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EMPLOYEE-RELATED

400. AFFIRMATIVE ACTION/EEOC RECORDS (INCLUDES REPORTS AND AGREEMENTS, INVESTIGATIONS, CASES, SUPPORTING RECORDS, ETC.)
- Dates: 2015-
Volume: 15 Cubic Feet/15 G.B.
Annual Accumulation: 3 Cubic Feet/3 G.B.
Arrangement: Chronological and Alphabetical
- Recommendation: Retain Plans and Agreements for five (5) years after superseded, then dispose of.
Retain Case and Investigations for five (5) years after closure of the case, then dispose of.
Retain Reports and Surveys for five (5) years, then dispose of.
401. AMERICANS WITH DISABILITIES ACT EMPLOYEE-RELATED RECORDS (INCLUDES REQUESTS FOR REASONABLE ACCOMMODATIONS, HEALTH CARE PROVIDER / MEDICAL CERTIFICATIONS, AUTHORIZATIONS TO RELEASE MEDICAL INFORMATION, ETC.)
- Dates: 2015-
Volume: 12 Cubic Feet/12 G.B.
Annual Accumulation: 2 Cubic Feet/2 G.B.
Arrangement: Chronological and Alphabetical
- Recommendation: Retain for six (6) years after termination of employment, then dispose of.
402. APPLICATIONS AND RESUMES (SOLICITED AND UNSOLICITED)
- Dates: 2015-
Volume: 12 Cubic Feet/12 G.B.
Annual Accumulation: 2 Cubic Feet/2 G.B.
Arrangement: Chronological and Alphabetical
- 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.

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403.	<p><u>BENEFIT/EMPLOYEE GROUP HEALTH PLAN RECORDS (INCLUDES HEALTH INSURANCE POLICIES AND CLAIMS, PLAN INFORMATION, ENROLLMENT RECORDS, ETC.)</u></p> <p>Dates: 2014- Volume: 175 Cubic Feet/53 G.B. Annual Accumulation: 25 Cubic Feet/10 G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain <u>plan policies</u> for seven (7) years after expiration or cancellation, then dispose of. Retain <u>enrollment forms</u> for five (5) years after termination of employment, then dispose of.</p> <p>Retain <u>claims</u> for seven (7) years after settlement, then dispose of. Retain <u>explanations of benefits</u> for one (1) year, then dispose of. Retain <u>other records</u> within this record series for seven (7) years, then dispose of.</p>
404.	<p><u>COBRA RECORDS (INCLUDES PREMIUM STATEMENTS, ETC.)</u></p> <p>Dates: 2014- Volume: 20 Cubic Feet/4 ½ G.B. Annual Accumulation: 4 Cubic Feet/900 M.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for five (5) years after termination of employment, then dispose of.</p>
405.	<p><u>COLLECTIVE BARGAINING RECORDS (INCLUDES AGREEMENTS AND SUPPORTING DOCUMENTS AND NEGOTIATION RECORDS)</u></p> <p>Dates: 2006- Volume: 60 Cubic Feet/3 G.B. Annual Accumulation: 4 Cubic Feet/600 M.B. Arrangement: Chronological</p> <p>Recommendation: Retain one (1) copy of each collective bargaining agreement permanently. Retain supporting documentation for fifteen (15) years, then dispose of.</p>

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406.	<p><u>COURSE APPROVALS AND SUPPORTING RECORDS FOR EMPLOYEES</u></p> <p>Dates: 2018- Volume: 9 Cubic Feet/3 1/6 G.B. Annual Accumulation: 3 Cubic Feet/1 1/4 G.B. Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
407.	<p><u>CRIMINAL HISTORY BACKGROUND CHECKS (INCLUDING FINGERPRINT RECORDS, AUTHORIZATIONS, AND ALL SUPPORTING RECORDS, ETC.) (INCLUDES EMPLOYEES, AND NON-EMPLOYEES SUCH AS VENDORS AND VOLUNTEERS)</u></p> <p>Dates: 2018- Volume: 9 Cubic Feet/3 1/6 G.B. Annual Accumulation: 3 Cubic Feet/1 1/4 G.B. Arrangement: Chronological</p> <p>Recommendation: Retain Criminal Background Check Records of hired employees and contractors for five (5) years after termination of employment or termination of contract, then dispose of. Retain Criminal Background Check Records of persons accepted as volunteers by local government agencies for five (5) years after date of last service, then dispose of. Retain Criminal Background Check Records on persons not hired or accepted as a volunteer for two (2) years, then dispose of.</p>
408.	<p><u>DIRECT DEPOSIT AUTHORIZATIONS/SIGN OFFS</u></p> <p>Dates: 2016- Volume: 72 Cubic Feet/9 G.B. Annual Accumulation: 5 Cubic Feet/600 M.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for two (2) years after superseded, then dispose of.</p>

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409.	<div data-bbox="258 365 1403 470"><u>DISCIPLINE AND TRUANCY/ABSENCE WITHOUT LEAVE (AWOL) RECORDS (EMPLOYEE) (INCLUDES HEARINGS, CONFERENCES, RECOMMENDATIONS, AND SUPPORTING DOCUMENTS)</u></div> <div data-bbox="258 512 1260 651"><p>Dates: 2016- Volume: 200 Cubic Feet/12 G.B. Annual Accumulation: 40 Cubic Feet/12 G.B. Arrangement: Chronological and Alphabetical</p></div> <div data-bbox="258 690 1469 795"><p>Recommendation: Retain for five (5) years after closure of the case, then dispose of provided it is not needed for litigation pending or anticipated.</p></div>
410.	<div data-bbox="258 835 1149 867"><u>EMERGENCY SELF IDENTIFICATION RECORD (EMPLOYEE)</u></div> <div data-bbox="258 907 1260 1045"><p>Dates: 2015- Volume: 5 G.B. Annual Accumulation: 1 G.B. Arrangement: Alphabetical and Chronological</p></div> <div data-bbox="258 1085 1373 1119"><p>Recommendation: Retain until superseded, then dispose of.</p></div>

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The recommendation of item #411 was amended and approved by the Local Records Commission of Cook County on November 9, 2021.


Chair

411.

EMPLOYMENT VERIFICATIONS

Dates: 2020-
Volume: 3 Cubic Feet/2 G.B.
Annual Accumulation: 3 Cubic Feet/2 G.B.
Arrangement: Retain for one (1) year, then dispose of.

Recommendation: ~~Retain for five (5) years after termination of employment, then dispose of.~~
Retain for one (1) year, then dispose of.

413.

GARNISHMENTS/ASSIGNMENT OF WAGES, PAYROLL DEDUCTION
AUTHORIZATIONS AND RELATED RECORDS

Dates: 2014-
Volume: 88 Cubic Feet/27 G.B.
Annual Accumulation: 8 Cubic Feet/2 ½ G.B.
Arrangement: Alphabetical and Chronological

Recommendation: Retain Garnishment/assignment of records for seven (7) years after garnishment is paid, then dispose of.
Retain deduction authorizations for three (3) years after date deduction authorization is changed, then dispose of. Retain garnishment records for seven (7) years after settlement, then dispose of.

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414.	<p><u>GRIEVANCES, REFERRALS, AND COMPLAINT RECORDS (INCLUDES COMPLAINTS, HEARINGS, CONFERENCES, RECOMMENDATIONS, RESOLUTIONS, SUPPORTING DOCUMENTS, ETC. FOR EMPLOYEE, NO-HIRES, CLASS SIZE, CERTIFICATE, AND OTHER UNION AND NON-UNION RELATED ISSUES)</u></p> <p>Dates: 2006- Volume: 140 Cubic Feet/4 ¼ G.B. Annual Accumulation: 14 Cubic Feet/4 ¼ G.B. Arrangement: Chronological and Alphabetical</p> <p>2010-Resolved prior to Arbitration 2006-Resolved by Arbitration</p> <p>Recommendation: Retain <u>grievances resolved prior to arbitration</u> for ten (10) years, then dispose of. Retain <u>grievances resolved by arbitration</u> for fifteen (15) years, then dispose of.</p>
415.	<p><u>LEAVES OF ABSENCE RECORDS, EMPLOYEE (INCLUDES NON-MEDICAL DISCRETIONARY LEAVE, NON-VOLUNTARY ILLNESS, FAMILY AND MEDICAL LEAVE ACT (FMLA) RECORDS (REQUESTS, MEDICAL CERTIFICATIONS, RE-CERTIFICATIONS, PHYSICIAN'S RELEASE, FITNESS EXAMS, STATUS REPORTS, APPROVALS AND DENIALS, CORRESPONDENCE, ETC.)</u></p> <p>Dates: 2000- Volume: 200 Cubic Feet/24 G.B. Annual Accumulation: 4 G.B. Arrangement: Alphabetical and Chronological</p> <p>Recommendation: Retain for two (2) years provided it has been transferred to individual work history, then dispose of.</p>
416.	<p><u>OCCUPATIONAL EXPOSURE RECORDS</u></p> <p>Dates: 1991- Volume: 50 Cubic Feet/4 G.B. Annual Accumulation: 8 G.B./1 ¼ G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain Occupational Exposure Employee Medical Records for thirty (30) years after termination of employment, then dispose of.</p>

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	Retain forms 300, 300A, and 301 for five (5) years following the year to which they pertain, then dispose of. Retain Training Records for three (3) years from date on which the training occurred, then dispose of. Retain Monitoring Records (Material Safety Data Sheets, Analyses, Biological Monitoring Reports, etc.): for thirty (30) years, then dispose of.
417.	<p><u>PAYROLL RECORDS</u></p> <p>Dates: 2014- Volume: 35 Cubic Feet/14 G.B. Annual Accumulation: 5 Cubic Feet/2 G.B. Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
418.	<p><u>PAYROLL TIME AND ATTENDANCE RECORDS (INCLUDES SICK, VACATION, COMPENSATORY, OVERTIME, LEAVES, REQUESTS, APPROVALS, SIGN IN/OUT AND SWIPE RECORDS, ETC.)</u></p> <p>Dates: 2000- Volume: 200 Cubic Feet/24 G.B. Annual Accumulation: 4 G.B. Arrangement: Alphabetical and Chronological</p> <p>Recommendation: Retain for two (2) years provided it has been transferred to individual work history, then dispose of.</p>
419.	<p><u>PERSONNEL DRUG TEST RECORDS (PRE-EMPLOYMENT AND EMPLOYEE)</u></p> <p>Dates: 2009- Volume: 4 Cubic Feet/5 G.B. Annual Accumulation: 1 Cubic Feet/600 M.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain negative drug test results and alcohol test results with a concentration of less than 0.02 for two (2) years, then dispose of.</p>

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Retain records related to the drug and alcohol collection process and education and training records for two (2) years, then dispose of.

Retain previous employer records for three (3) years, then dispose of.

Retain verified positive controlled substances test results and alcohol test results indicating a concentration of 0.02 or greater, refusals to test, follow up tests and schedules, employee dispute records, employee evaluations and referrals, calibration documents, MIS reports and any records related to the administration of the testing program for five (5) years, then dispose of.

420.

PERSONNEL RECORDS (INCLUDES EMPLOYMENT APPLICATIONS, CONTRACTS AND SUPPORTING DOCUMENTS, HEALTH INFORMATION, PERSONNEL ASSESSMENTS / EVALUATIONS, RESIDENCY, TRAINING AND POLICY COMPLIANCE ACKNOWLEDGEMENTS, INDEBTEDNESS DISCLOSURES, BENEFIT ENROLLMENTS, ETC.)

Dates: 1940-
Volume: 1,000 Cubic Feet/500 G.B.
Annual Accumulation: 100 Cubic Feet/50 G.B.
Arrangement: Alphabetical and Chronological

Recommendation: Retain individual work and salary history records for sixty (60) years or until terminated employee's seventy-eighth (78th) birthday, whichever occurs first, then dispose of.
If the employee has not retired by age seventy-eight (78), retain the work and salary history records for ten (10) years after termination of employment, then dispose of.
If the employee is deceased retain entire file for five (5) years after date of death, then dispose of provided no litigation is pending or anticipated.
Retain all other records and supporting

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documents within this record series that are not covered under another record series for seven (7) years from date of generation, then dispose of.

421. PERSONNEL TERMINATION ANALYSIS RECORDS

Dates: 2016-
Volume: 20 Cubic Feet/6 G.B.
Annual Accumulation: 4 G.B./1 ¼ M.B.
Arrangement: Chronological and Alphabetical

Includes Information collected and generated and referenced to determine employment termination and retentions. Includes some original documentation such as reports and analysis with various individual personnel information copied from originals maintained in the employee's personnel file.

Recommendation: Retain for five (5) years after the completion of the analysis, then dispose of.

422. POSITION AND PERSONNEL TRANSACTIONS AND ASSIGNMENTS (INCLUDES REQUESTS, RECOMMENDATIONS, TRANSFERS, POSITION OPEN/CLOSE, REQUEST FOR NEW POSITION, NOTICES, ETC.)

Dates: 2015-
Volume: 25 Cubic Feet/25 G.B.
Annual Accumulation: 5 G.B./5 G.B.
Arrangement: Chronological

Recommendation: Retain all records in this series for five (5) years unless the record is made a part of the personnel file, then dispose of.

423. POSITION DESCRIPTIONS AND POSTINGS (INCLUDES OPENINGS, CLOSING, VACANCIES, ETC.)

Dates: 2016-
Volume: 10 Cubic Feet/7 ½ G.B.
Annual Accumulation: 2 G.B./1 ½ G.B.
Arrangement: Chronological

Recommendation: Retain for five (5) years after supersedence, then dispose of.

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424.	<p><u>SALARY SCHEDULES AND SURVEYS</u></p> <p>Dates: 2014- Volume: 35 Cubic Feet/21 G.B. Annual Accumulation: 5 G.B./3 G.B. Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
425.	<p><u>TRAINING RECORDS (EMPLOYEE) (INCLUDES EMPLOYEE TRAINING HISTORIES, CERTIFICATIONS, DOCUMENTATION OF TRAINING, PARTICIPATION COMPLETIONS, ETC.)</u></p> <p>Dates: 2015- Volume: 80 Cubic Feet/40 G.B. Annual Accumulation: 8 Cubic Feet/3 G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain employee training histories, certifications, documentation of training and participation and completion for five (5) years after the termination of employment, then dispose of. Retain other records in this record series for five (5) years, then dispose of.</p>
426.	<p><u>UNEMPLOYMENT CLAIMS AND SUPPORTING RECORDS</u></p> <p>Dates: 2014- Volume: 84 Cubic Feet/4 G.B. Annual Accumulation: 12 Cubic Feet/4 G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

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427.	<div data-bbox="256 365 1403 436"><u>U.S. DEPARTMENT OF IMMIGRATION AND NATURALIZATION EMPLOYMENT ELIGIBILITY VERIFICATIONS (I-9)</u></div> <div data-bbox="256 474 1305 617">Dates: 2018- Volume: 2 Cubic Feet/300 M.B. Annual Accumulation: 1 Cubic Feet/300 M.B. Arrangement: Chronological and Alphabetical</div> <div data-bbox="256 655 1468 869">Recommendation: If person is employed for less than three years, retain for three (3) years after date of hire, then dispose of. If person is employed for three years or longer, then retain for one (1) year after termination of employment, then dispose of.</div>
428.	<div data-bbox="256 907 656 932"><u>WORKER'S COMPENSATION</u></div> <div data-bbox="256 970 1305 1113">Dates: 2014- Volume: 80 Cubic Feet/10 ½ G.B. Annual Accumulation: 5 Cubic Feet/1 ½ G.B. Arrangement: Chronological and Alphabetical</div> <div data-bbox="256 1150 1468 1226">Recommendation: Retain for seven (7) years following settlement of claim, then dispose of.</div>

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Item No.

Record Series Title, Description and Recommendation

FINANCE

500.

ANNUITY AND INVESTMENT CONTRACT RECORDS (AGREEMENTS,
STATEMENTS, ETC.)

Dates: 2004-
Volume: 5 Cubic Feet/300 G.B.
Annual Accumulation: 150 G.B.
Arrangement: Chronological

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.

501.

APPROPRIATION RECORDS

Dates: 2014-
Volume: 4 Cubic Feet/600 M.B.
Annual Accumulation: 1 Cubic Feet/300 M.B.
Arrangement: Chronological

Recommendation: Retain for seven (7) years, then dispose of.

502.

AUDIT FINANCIAL ONLY-EXTERNAL, CONDUCTED BY EXTERNAL AUDITING
RESOURCE) WORKPAPERS, AND SUPPORTING DOCUMENTS. DOES NOT
INCLUDE ISBE OR INTERNAL AUDITS

Dates: 1983-
Volume: 50 Cubic Feet/14 G.B.
Annual Accumulation: 2 Cubic Feet/1 G.B.
Arrangement: Chronological

Recommendation: Audit: Retain one (1) copy permanently.
Retain Work Papers for two (2) years, then dispose of.

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503.	<p><u>BANKING RECORDS (INCLUDES STATEMENTS, RECONCILIATIONS, DEPOSITS, REFUNDS, CHECK STUBS, AND RELATED LISTINGS AND REPORTS, ETC.)</u></p> <p>Dates: 2014- Volume: 70 Cubic Feet/30 G.B. Annual Accumulation: 10 Cubic Feet/3 G.B. Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
504.	<p><u>BILLS, INVOICES, VOUCHERS, AND WARRANTS RECORDS AND RELATED LISTINGS/REPORTS</u></p> <p>Dates: 2014- Volume: 350 Cubic Feet/105 G.B. Annual Accumulation: 50 Cubic Feet/20 G.B. Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
505.	<p><u>BOND AND DEBT ISSUE RECORDS (INCLUDES TRANSCRIPTS, PITCH BOOKS, ETC.)</u></p> <p>Dates: 1995- Volume: 4 Cubic Feet/8 G.B. Annual Accumulation: ½ Cubic Feet/1 G.B. Arrangement: Chronological</p> <p>Recommendation: Retain bond records transcripts, resolutions and certifications permanently. Retain other records (sale/purchase/agreements, etc.) in this series for ten (10) years after final redemption, then dispose of. Retain payment coupons for seven (7) years after cancellation, due date or redemption, then dispose of.</p>

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506.	<p><u>BUDGET AND SUPPORTING RECORDS (REVIEWS, APPROVALS, REQUESTS, CHECKLISTS, TRANSFERS, RECOMMENDATIONS, TRANSFERS)</u></p> <p>Dates: 2014- Volume: 70 Cubic Feet/25 G.B. Annual Accumulation: 10 Cubic Feet/4 G.B. Arrangement: Chronological</p> <p>Recommendation: Retain budgets for seven (7) years, then dispose of. Retain budget worksheets for two (2) years following approval of budget, then dispose of. Copies: retain until usefulness of record is complete, then dispose of.</p>
507.	<p><u>CASH RECEIPTS, RECEIPTS AND RECEIPT BOOKS</u></p> <p>Dates: 2014- Volume: 24 Cubic Feet/7 G.B. Annual Accumulation: 12 Cubic Feet/4 G.B. Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
508.	<p><u>CHECK AND SIGNATURE AUTHORIZATIONS/PROXY ORDERS</u></p> <p>Dates: 2019- Volume: ¼ Cubic Feet/1 M.B. Annual Accumulation: ¼ Cubic Feet/1 M.B. Arrangement: Chronological</p> <p>Recommendation: Retain until superseded by New Authorization, then dispose of.</p>
509.	<p><u>CHECKS (CANCELLED VOIDED, CLEARED), CHECK REGISTERS</u></p> <p>Dates: 2014- Volume: 280 Cubic Feet/100 G.B. Annual Accumulation: 40 Cubic Feet/15 G.B. Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

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510.	<p><u>DONATION/ENDOWMENT RECORDS</u></p> <p>Dates: 2005- Volume: 10 Cubic Feet/10 G.B. Annual Accumulation: 2 Cubic Feet/600 M.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain permanently.</p>
511.	<p><u>FEE WAIVERS AND SUPPORTING DOCUMENTS (EMPLOYEE)</u></p> <p>Dates: 2014- Volume: 5 Cubic Feet/1 G.B. Annual Accumulation: 1 Cubic Feet/300 M.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>
512.	<p><u>FINANCIAL RECORDS/INTERNAL ACCOUNTING RECORDS (MAINTAINED BY FISCAL YEAR BY SCHOOLS, DEPARTMENTS, NETWORKS, ADMINISTRATIVE OFFICES)</u></p> <p>Dates: 2014- Volume: 2,100 Cubic Feet/1 ¼ T.B. Annual Accumulation: 300 Cubic Feet/200 G.B. Arrangement: Chronological</p> <p>(Includes Paid Bills, Invoices, Vouchers, Warrants, Cancelled Checks, Bank Statements/Reconciliations, - Voids, Refunds, Check Stubs, Deposits, Cash Receipts, Receipt Books, Check Signature Authorizations / Proxy Orders, Petty Cash, Purchase, Supply, and Expenditure Orders (Including Requests and Approvals), - Reimbursements, Financial Statements and Reports, Payer List, Fundraising Records, Concession Sales, Fee Waivers, Accounting Reports (Including Ledgers, Journals, Registers, Fund Transfers, Requests, Accounts Payable Receivable, General Activity), Etc.</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

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Item No.	Record Series Title, Description and Recommendation
513.	<p><u>FINANCIAL STATEMENTS AND REPORTS FOR ALL ACCOUNTS (INCLUDES LEDGERS, JOURNALS, REGISTERS, FUND TRANSFERS, REQUESTS, ACCOUNTS PAYABLE AND RECEIVABLE, GENERAL, ACTIVITY, ETC.)</u></p> <p>Dates: 2014- Volume: 175 Cubic Feet/70 G.B. Annual Accumulation: 25 Cubic Feet/10 G.B. Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
514.	<p><u>GRANT, FEDERAL, STATE (TITLE AND CHAPTER) RECORDS (INCLUDES PROPOSALS, APPLICATIONS, REPORTS, EVALUATIONS, MONITORING, COMPLIANCE, AND SUPPORTING DOCUMENTATION)</u></p> <p>Dates: 2018- Volume: 300 Cubic Feet/100 G.B. Annual Accumulation: 200 Cubic Feet/60 G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for three (3) years following date of final expenditure report, then dispose of.</p>
515.	<p><u>PETITIONS</u></p> <p>Dates: 2014- Volume: 4 Cubic Feet/600 M.B. Annual Accumulation: 1 Cubic Feet/300 M.B. Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of except for those relating to annexations, land dedications, street and alley vacations, which must be retained permanently.</p>

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Item No.	Record Series Title, Description and Recommendation
516.	<p><u>PETTY CASH RECORDS</u></p> <p>Dates: 2014- Volume: 8 Cubic Feet/600 M.B. Annual Accumulation: 3 Cubic Feet/300 M.B. Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
517.	<p><u>PURCHASE, SUPPLY, AND EXPENDITURE ORDERS, AND REQUISITIONS REQUESTS AND APPROVALS</u></p> <p>Dates: 2014- Volume: 25 Cubic Feet/200 G.B. Annual Accumulation: 50 G.B. Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
518.	<p><u>PURCHASING CARD (P-CARD) RECORDS</u></p> <p>Dates: 2014- Volume: 2 Cubic Feet/600 M.B. Annual Accumulation: ½ Cubic Feet/300 M.B. Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
519.	<p><u>PURCHASING SCHEDULES</u></p> <p>Dates: 2011- Volume: 8 Cubic Feet/900 M.B. Annual Accumulation: 1 Cubic Feet/300 M.B. Arrangement: Chronological</p> <p>Recommendation: Retain for ten (10) years, then dispose of.</p>

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Item No.	Record Series Title, Description and Recommendation
520.	<p><u>REIMBURSEMENTS, CLAIMS, AND SUPPORTING RECORDS (GENERAL, EXPENSE, TRAVEL, MILEAGE, ETC.)</u></p> <p>Dates: 2014- Volume: 50 Cubic Feet/20 G.B. Annual Accumulation: 8 Cubic Feet/3 G.B. Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
521.	<p><u>TAX RECORDS (REAL ESTATE/PROPERTY, PERSONAL PROPERTY REPLACEMENT, ANTICIPATION WARRANTS, EXEMPTION, LEVY, RATE OBJECTIONS, ETC.)</u></p> <p>Dates: 1995- Volume: 8 Cubic Feet/900 M.B. Annual Accumulation: 1 Cubic Feet/600 M.B. Arrangement: Chronological</p> <p>Recommendation: Retain Objections for three (3) years following settlement, then dispose of. Retain all other records in this series for seven (7) years, then dispose of.</p>
522.	<p><u>STATE AND FEDERAL TAX STATEMENTS AND REPORTS (W-2'S, W-3'S, W-4'S, W-9'S, IL-501'S, 941, 1099'S, ETC.)</u></p> <p>Dates: 2014- Volume: 21 Cubic Feet/35 G.B. Annual Accumulation: 3 Cubic Feet/5 G.B. 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>

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523.	<div data-bbox="259 367 1347 399"><u>TREASURY, DEBT AND INVESTMENT RELATED RECORDS AND REPORTS</u></div> <div data-bbox="259 436 1133 583"><p>Dates: 2010- Volume: 10 Cubic Feet/15 G.B. Annual Accumulation: 1 Cubic Feet/2 ½ G.B. Arrangement: Chronological</p></div> <div data-bbox="259 621 1472 865"><p>(Includes Main / General Operating Fund Statements, Bond, Debt and Capital Fund Statements, Investment Account Statements, Trade Tickets, Reconciliation Activities, Investment Portfolio Information, Rating Agency Reports and Presentations, Financial Institutions Background, Capital Reimbursements from Bond Funds, Treasury Program Information, Daily Cash Work Information)</p></div> <div data-bbox="259 907 1456 1085"><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></div>
524.	<div data-bbox="259 1123 544 1155"><u>TUITION RECORDS</u></div> <div data-bbox="259 1192 1133 1339"><p>Dates: 2000- Volume: 25 Cubic Feet/12 G.B. Annual Accumulation: 3 Cubic Feet/1 ½ G.B. Arrangement: Chronological</p></div> <div data-bbox="259 1375 1468 1438"><p>Recommendation: Retain for seven (7) years, then dispose of.</p></div>

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Item No.

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525.

UNIVERSAL SERVICE FUND RECORDS (E-RATE)

Dates: 2016-
Volume: 25 Cubic Feet/15 G.B.
Annual Accumulation: 5 Cubic Feet/3 G.B.
Arrangement: Chronological

Recommendation: Retain all records related to the application for E-Rate Services for five (5) years after the last day of service delivered in a particular funding year, then dispose of. Schools and Libraries shall maintain asset and inventory records of equipment purchased as components of supported internal connections services sufficient to verify the actual location of such equipment for a period of five (5) years after purchase of equipment, then dispose of.

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Item No.

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RISK

600. CERTIFICATES OF INSURANCE/INSURANCE REQUIREMENTS (WITH OR WITHOUT A CONTRACT)

Dates: 2019-
Volume: 3 G.B.
Annual Accumulation: 600 M.B.
Arrangement: Chronological and Alphabetical

Recommendation: Retain for seven (7) years following expiration, then dispose of.

601. INSURANCE POLICIES AND RECORDS (INCLUDES INDEMNIFICATION PROVISIONS, CLAIMS, ETC.)

Dates: 2011-
Volume: 3 Cubic Feet/1 ½ G.B.
Annual Accumulation: 15 M.B.
Arrangement: Alphabetical and Chronological

Recommendation: Retain policies that cover sexual misconduct for sixty (60) years, then dispose of. Retain policies that cover personal injuries to minors for twenty (20) years after expiration of policy, then dispose of. Retain other policies for seven (7) years after expiration of policy and retain claims for seven (7) years after settlement of claim, then dispose of.

602. PROPERTY AND FIRE DAMAGE REPORTS

Dates: 2021-
Volume: 116 M.B.
Annual Accumulation: 30 M.B.
Arrangement: Alphabetical and Chronological

Recommendation: Retain until property is disposed of, then dispose of.

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Item No.

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603.

PROPERTY VALUATION AND UNDERWRITING DATA

Dates: 2021-
Volume: 1 M.B.
Annual Accumulation: ¼ M.B.
Arrangement: Alphabetical

Recommendation: Retain until property is disposed of, then
dispose of.

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Item No.

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SAFETY AND SECURITY

700. ACCIDENT, INCIDENT, ASSAULT, AND INJURY REPORTS FOR EMPLOYEE, VISITOR, AND STUDENT (INCLUDES DISCRIMINATION, BULLYING, SEXUAL ABUSE, HARASSMENT, SPORTS, DRUG-ALCOHOL RELATED, WEAPON-RELATED, ETC.)
- Dates: 1994-
Volume: 140 Cubic Feet/168 G.B.
Annual Accumulation: 20 Cubic Feet/24 G.B.
Arrangement: Chronological and Alphabetical
- Recommendation: Retain for seven (7) years, then dispose of.
701. DISASTER, SAFETY, EXPOSURE CONTROL, SAFE SCHOOL, CRISIS MANAGEMENT, AND EMERGENCY PLANS AND RECORDS (NO INDIVIDUAL STUDENT RECORDS)
- Dates: 2019-
Volume: 10 Cubic Feet/6 G.B.
Annual Accumulation: 5 Cubic Feet/3 G.B.
Arrangement: Chronological and Alphabetical
- Recommendation: Retain for two (2) years after superseded or two (2) years after C.P.S. no longer has operational custody of the building requiring additional records to be generated, then dispose of.
702. FIRE AND DISASTER DRILL RECORDS
- Dates: 2016-
Volume: 5 Cubic Feet/900 M.B.
Annual Accumulation: 1 Cubic Feet/300 M.B.
Arrangement: Chronological and Alphabetical
- Recommendation: Retain for five (5) years, then dispose of.

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Item No.	Record Series Title, Description and Recommendation
703.	<p><u>INCIDENT REPORTS (RELATED TO PROPERTY INCLUDING BURGLARY, THEFT, VANDALISM, ENVIRONMENTAL, ETC.)</u></p> <p>Dates: 2019- Volume: 10 Cubic Feet/6 G.B. Annual Accumulation: 5 Cubic Feet/3 G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
704.	<p><u>VIDEO SURVEILLANCE MONITORING RECORDS</u></p> <p>Dates: 2022- Volume: 4,200 T.B. Annual Accumulation: 4,200 T.B. Arrangement: Chronological</p> <p>Recommendation: When the video recording captures information that contains potentially probative evidence in criminal and civil litigation, retain for thirty (30) days after final judgment has been entered and all appeals have been exhausted in the case, then dispose of. When the video recording captures no potentially probative evidence; the recording may be recorded over/over written thirty (30) days after an approved Disposal Certificate is in place.</p>

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Item No.

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PROCUREMENT

800. ADVERTISE/SOLICITATION FOR GOOD AND SERVICES (PROCUREMENT-RELATED ADVERTISEMENTS)

Dates: 2015-
Volume: 6 Cubic Feet/1 ½ G.B.
Annual Accumulation: 600 M.B.
Arrangement: Chronological

Recommendation: Retain for two (2) years, then dispose of.

801. BIDS (ACCEPTED AND REJECTED), SPECIFICATIONS, PROPOSALS, REQUEST FOR PROPOSALS (RFP'S), REQUESTS FOR QUOTATIONS (RFQ'S), AND CHIEF PROCUREMENT OFFICE REQUESTS (CPOR'S)

Dates: 2011-
Volume: 300 Cubic Feet/250 G.B.
Annual Accumulation: 30 Cubic Feet/25 G.B.
Arrangement: Chronological and Alphabetical

Recommendation: Retain successful bids for ten (10) years after terms of the related contract are complete, then dispose of. Retain unsuccessful bids for three (3) years after rejection, then dispose of.

802. BONDS (SURETY, PERFORMANCE, BID)

Dates: 2014-
Volume: 7 Cubic Feet/600 M.B.
Annual Accumulation: ½ Cubic Feet/300 M.B.
Arrangement: Chronological

Recommendation: Retain bond records transcripts, resolutions and certifications permanently.
Retain other records (sale/purchase/agreements, etc.) in this series for ten (10) years after final redemption, then dispose of.
Retain payment coupons for seven (7) years after cancellation, due date or redemption, then dispose of.

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803.	<p><u>CONTRACT AGREEMENTS, LEASES, CONTRACTOR'S DISCLOSURES AND MONITORING RECORDS</u></p> <p>Dates: 2011- Volume: 300 Cubic Feet/200 G.B. Annual Accumulation: 30 Cubic Feet/20 G.B. Arrangement: Chronological</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. Copies: retain for two (2) years, then dispose of.</p>
804.	<p><u>VENDOR LISTINGS</u></p> <p>Dates: 2019- Volume: 2 Cubic Feet/2 G.B. Annual Accumulation: 1 Cubic Feet/1 G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
805.	<p><u>VENDOR RECORDS (INCLUDES APPLICATIONS, SPONSORSHIPS, GENERAL COMPANY INFORMATION, AFFIDAVITS, SPECIFICATIONS, CERTIFICATES OF INSURANCE, SALES, EMPLOYEE, ASSET INFORMATION, ETC.)</u></p> <p>Dates: 1998- Volume: 30 Cubic Feet/5 G.B. Annual Accumulation: 1 ½ G.B. Arrangement: Alphabetical</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

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LAW/INVESTIGATIONS/INSPECTOR GENERAL

900.

LEGAL CASE FILES (INCLUDES LITIGATION/INVESTIGATION FILES,
INCLUDING ENROLLMENT FRAUD, EMPLOYEE MATTERS, FINANCIAL,
STUDENT, PROPERTY, PERSONAL INJURY, ETC.)

Dates: 2018-
Volume: 450 Cubic Feet/45 G.B.
Annual Accumulation: 150 Cubic Feet/45 G.B.
Arrangement: Chronological and Alphabetical

Recommendation: Retain legal opinions permanently. Retain all other records contained in this record series for three (3) years after closure of case, then dispose of.

901.

LEGAL COUNSELING RECORDS (INCLUDES NOTES, CORRESPONDENCE,
MEMOS, RESEARCH, AND SUPPORTING RECORDS)

Dates: 2020-
Volume: 34 Cubic Feet/10 G.B.
Annual Accumulation: 4 Cubic Feet/1 G.B.
Arrangement: Chronological and Alphabetical

Recommendation: Retain legal opinions permanently. Retain all other records contained in this record series for three (3) years after closure of case, then dispose of.

902.

LEGISLATIVE PROPOSALS, ADMINISTRATIVE STUDIES, AND LEGAL
OPINIONS - LEGISLATIVE PROPOSALS (INCLUDES OPINIONS ISSUED BY
CPS LEGAL COUNSEL. ALSO INCLUDES CPS LEGAL COUNSEL REVIEW OF AN
EXISTING ACT OR PROPOSING A NEW ACT, CPS EVALUATIONS (I.E. BILL
ANALYSIS), AND THE CPS RECOMMENDATION OR LEGAL OPINION)

Dates: 2015-
Volume: 10 Cubic Feet/300 M.B.
Annual Accumulation: 1 Cubic Feet/300 M.B.
Arrangement: Chronological

Recommendation: Retain Legal Opinions permanently.
Retain other records within this series for three (3) years, then dispose of.

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Item No.	Record Series Title, Description and Recommendation
903.	<p><u>SCHOOL CLOSING, SCHOOL OPENINGS, RECONSTITUTION, CONSOLIDATION, INTERVENTION, REMEDIATION RECORDS (INCLUDES ALL RECORDS INCLUDED IN THE SCHOOL CLOSING/OPENING RECONSTITUTION, CONSOLIDATION, ETC. PROCESS INCLUDING HEARING TRANSCRIPTS SUPPORTING DOCUMENTS, ETC.)</u></p> <p>Dates: 1999- Volume: 12 Cubic Feet/4 G.B. Annual Accumulation: 5 Cubic Feet/2 G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain permanently.</p>
904.	<p><u>SUBPOENAS, SUMMONS AND COURT ORDERS (INCLUDES: SUBPOENAS / RESPONSES TO SUBPOENAS FOR STUDENT RECORDS, EMPLOYMENT RECORDS, SALARY RECORDS, BUILDING / CONSTRUCTION RECORDS, CONTRACTS, DISPOSITIONS, ETC.)</u></p> <p>Dates: 1994- Volume: 200 Cubic Feet/18 G.B. Annual Accumulation: 20 Cubic Feet/6 G.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain Legal Opinions permanently. Retain other records within this record series for three (3) years, then dispose of.</p>

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ETHICS

1000. ETHICS VIOLATIONS (SIGNIFICANT ISSUES)

Dates: 2017-
Volume: 1 Cubic Feet/600 M.B.
Annual Accumulation: Negligible/300 M.B.
Arrangement: Chronological and Alphabetical

Recommendation: Retain opinions and final reports permanently.
Retain denials, dismissals, and withdrawals for three (3) years, then dispose of.
Retain all other records for three (3) years after closure of case, then dispose of.

1001. EVENT / CONFERENCE / SPONSORSHIP APPROVALS (INCLUDES INFORMATION ABOUT EVENTS ATTENDED BY EMPLOYEES) (INCLUDES AGENDAS, LETTERS OF INVITATION, GENERAL DESCRIPTIONS OF EVENTS, ETC.; APPROVALS ARE MADE IF THE EVENT IS WORK-RELATED/EDUCATIONAL AND WOULD BENEFIT THE EMPLOYEE'S POSITION)

Dates: 2019-
Volume: Negligible/2 M.B.
Annual Accumulation: Negligible/2 M.B.
Arrangement: Chronological

Recommendation: Retain for two (2) years, then dispose of.

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The date of item #1002 was amended and approved by the Local Records Commission of Cook County on November 9, 2021.


Chair

1002.

SECONDARY EMPLOYMENT RECORDS (INCLUDES APPLICATIONS, NOTICES, APPROVALS, DENIALS, DISMISSALS, WITHDRAWALS, OPINIONS, FINAL REPORTS, AND SUPPORTING DOCUMENTS, ETC.)

Dates: 2019- 2018-
Volume: 5 Cubic Feet/14 M.B.
Annual Accumulation: ½ Cubic Feet/14 M.B.
Arrangement: Chronological

Recommendation: Retain for one (1) year following superseded or termination of secondary, then dispose of.

1003.

STATEMENT OF BUSINESS AND FINANCIAL INTERESTS

Dates: 2014-
Volume: Negligible/13 G.B.
Annual Accumulation: Negligible/1 ¼ G.B.
Arrangement: Chronological and Alphabetical

Recommendation: Retain for seven (7) years after date of filing, then dispose of.

**APPLICATION FOR AUTHORITY
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Item No.

Record Series Title, Description and Recommendation

FACILITIES/BUILDING OPERATIONS AND REAL ESTATE

1100. AMERICANS WITH DISABILITIES ACT (CONSTRUCTION AND BUILDING RECORDS)

Dates: 1992-
Volume: 100 Cubic Feet/20 G.B.
Annual Accumulation: 20 Cubic Feet/6 G.B.
Arrangement: Chronological and Alphabetical

Recommendation: Retain construction plans, drawings, and specifications permanently. Retain other records for ten (10) years following completion of project, then dispose of.

1101. APPRAISALS AND VALUATIONS (PROPERTY/REAL ESTATE)

Dates: 1900-
Volume: 10 Cubic Feet/1 G.B.
Annual Accumulation: 3 Cubic Feet/600 G.B.
Arrangement: Chronological

Recommendation: Retain for three (3) years following supersedence of new appraisal, then dispose of.

1102. BUILDING AND SCHOOL USAGE PERMITS AND SUPPORTING DOCUMENTS (APPLICATIONS, INSURANCE, ETC.)

Dates: 2019
Volume: 4 Cubic Feet/600 M.B.
Annual Accumulation: 2 Cubic Feet/600 M.B.
Arrangement: Chronological

Recommendation: Retain for two (2) years following completion of the terms of use, then dispose of.

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1103.	<p><u>BUILDING RECORDS WHICH CPS NO LONGER HAS CUSTODIAL OPERATION</u></p> <p>Dates: 1945- Volume: 50 Cubic Feet/600 M.B. Annual Accumulation: ¼ Cubic Feet/50 M.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain leasing if not occupying permanently. If sold retain for one (1) year after sale of property, then dispose of.</p>
1104.	<p><u>CONDEMNATION AND DEMOLITION RECORDS</u></p> <p>Dates: 2011- Volume: 66 Cubic Feet/600 M.B. Annual Accumulation: 1 Cubic Feet/300 M.B. Arrangement: Alphabetical and Chronological</p> <p>Recommendation: Retain for ten (10) years after demolition, then dispose of.</p>
1105.	<p><u>CONSTRUCTION, PROJECT, CAPITAL IMPROVEMENT, MAINTENANCE, REMODELING, REPAIR, AND COMPLIANCE RECORDS (INCLUDES ALL PLANS, DRAWINGS, SPECIFICATIONS, ORIGINAL CONSTRUCTION AND POST- ORIGINAL CONSTRUCTION RECORDS) (INCLUDES ALL VERSIONS INCLUDING ALL DRAFTS, FINAL, COPIES AND ORIGINALS IN PAPER AND ELECTRONIC FORMAT)</u></p> <p>Dates: 2011- Volume: 250 Cubic Feet/120 G.B. Annual Accumulation: 100 Cubic Feet/8 G.B. Arrangement: Alphabetical and Chronological</p> <p>Recommendation: Retain construction plans, drawings, and specifications permanently. Retain other records for ten (10) years following completion of project, then dispose of.</p>

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Item No.	Record Series Title, Description and Recommendation
1106.	<p><u>ENGINEERING AND OPERATIONAL RECORDS, (INCLUDES ALL RECORDS, LOGS, REPORTS, OPERATING PERMITS, CERTIFICATES, DAMAGE INFORMATION, AND GENERAL INSPECTION RECORDS) (FOR BUILDING AND GROUND MAINTENANCE, DAMAGE/REPAIRS, PEST CONTROL, HOUSEKEEPING, TRASH/RUBBISH, SNOW REMOVAL, SPRINKLER, FIRE, LIGHTING, WINDOWS, BOILERS, ELEVATORS, MACHINERY, EQUIPMENT, VEHICLES, ETC.)</u></p> <p>Dates: 1985- Volume: 1,800 Cubic Feet/4 G.B. Annual Accumulation: 6 Cubic Feet/1 G.B. Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of. Retain findings, certifications for five (5) years after superseded, then dispose of.</p>
1107.	<p><u>EPA RECORDS (INCLUDES PERMITS, APPLICATIONS, ETC.)</u></p> <p>Dates: 2016- Volume: 10 Cubic Feet/3 G.B. Annual Accumulation: 1 Cubic Feet/300 M.B. Arrangement: Alphabetical and Chronological</p> <p>Recommendation: Retain for five (5) years after expiration, then dispose of.</p>
1108.	<p><u>INSPECTION RECORDS FOR PROPERTY STRUCTURE, BUILDING (INCLUDES NOTICES, REPORTS/FINDINGS, CERTIFICATES, ETC.)</u></p> <p>Dates: 1985- Volume: 40 Cubic Feet/4 G.B. Annual Accumulation: 2 Cubic Feet/600 M.B. Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of. Retain findings, certifications for five (5) years after superseded, then dispose of.</p>

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Item No.	Record Series Title, Description and Recommendation
1109.	<p><u>LAND ACQUISITION FILES (DEEDS, ARCHEOLOGICAL AND ENVIRONMENTAL SURVEYS AND ANALYSES, MAPS, PLATS, SPECIFICATIONS, SURVEYS, PLANS, ETC.</u></p> <p>Dates: 1872- Volume: 40 Cubic Feet/10 G.B. Annual Accumulation: 1/8th Cubic Feet/70 M.B. Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain permanently.</p>
1110.	<p><u>LIFE SAFETY AND ENVIRONMENTAL ISSUES RECORDS (INCLUDING ASBESTOS, MOLD, RADON, LEAD, TANKS INSPECTIONS, NOTICES, REPORTS, SAFETY SURVEYS, PLANS, PLAN REVIEWS, FINDINGS, CERTIFICATES, SUPPORTING ENGINEER RECORDS, STATEMENTS, ETC.)</u></p> <p>Dates: 1980- Volume: 70 Cubic Feet/5 G.B. Annual Accumulation: 2 Cubic Feet/1 ½ Cubic Feet Arrangement: Alphabetical and Chronological</p> <p>Recommendation: Retain permanently.</p>
1111.	<p><u>MAPS, PLATS, BLUEPRINTS, SURVEYS, AS-BUILT ENGINEERING AND ARCHITECTURAL DRAWINGS AND PLANS, ETC.</u></p> <p>Dates: 1872- Volume: 1,500 Cubic Feet/800 G.B. Annual Accumulation: 200 Cubic Feet/80 M.B. Arrangement: Alphabetical and Chronological</p> <p>Recommendation: Retain permanently.</p>

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Item No.

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PLANNING AND DATA ANALYSIS

1200. DEMOGRAPHIC AND ENROLLMENT STATISTICS, PROJECTIONS, AND ASSIGNMENTS

Dates: 2016-
Volume: 20 Cubic Feet/60 G.B.
Annual Accumulation: 2 Cubic Feet/12 G.B.
Arrangement: Chronological

Recommendation: Retain for five (5) years, then dispose of.

1201. DEMOGRAPHIC AND ENROLLMENT STUDIES, SURVEYS, MAPPING, ANALYSIS, REPORTS AND FINDINGS

Dates: 2016-
Volume: 5 Cubic Feet/6 G.B.
Annual Accumulation: 2 Cubic Feet/1 G.B.
Arrangement: Chronological

Recommendation: Retain for five (5) years, then dispose of.

1202. SCHOOL DIRECTORY

Dates: 2022-
Volume: Negligible/300 M.B.
Annual Accumulation: Negligible/300 M.B.
Arrangement: Chronological

Recommendation: Retain until superseded, then dispose of.

1203. SPACE UTILIZATION REPORTS

Dates: 2016-
Volume: 5 Cubic Feet/3 G.B.
Annual Accumulation: 1 Cubic Feet/600 M.B.
Arrangement: Alphabetical and Chronological

Recommendation: Retain for five (5) years, then dispose of.

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Item No.

Record Series Title, Description and Recommendation

GOVERNANCE AND THE BOARD

The recommendation of item #1300 was amended and approved by the Local Records Commission of Cook County on March 8, 2022.


Chair

1300.

ELECTION RECORDS AND RESULTS, LOCAL SCHOOL COUNCIL

Dates: 1998-
Volume: 600 Cubic Feet/900 M.B.
Annual Accumulation: 300 Cubic Feet/200 M.B.
Arrangement: Chronological and Alphabetical

Recommendation: ~~Retain results and challenges~~
~~permanently as per agency request.~~

*Retain election material and ballots
for a minimum of one (1) years.
Records may only be disposed of after
next election is concluded.*

1301.

MEETING AGENDAS AND MINUTES, LOCAL SCHOOL COUNCIL

Dates: 1990-
Volume: 80 Cubic Feet/1 G.B.
Annual Accumulation: 6 Cubic Feet/600 G.B.
Arrangement: Chronological

Recommendation: Retain originals permanently.

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1302.	<p><u>MEETING RECORDS, BOARD OF EDUCATION (INCLUDES MEETING RECORDS OFFICIAL PROCEEDINGS, RESOLUTIONS, MINUTES (CLOSED AND OPEN SESSION), AGENDAS, ACTIONS, BOARD AND COMMITTEE REPORTS, EXECUTIVE SESSION RECORDS, PUBLIC AGENDA, NOTICE, AND PARTICIPATION, ETC.)</u></p> <p>Dates: 1855- Volume: 280 Cubic Feet/100 G.B. Annual Accumulation: 25 Cubic Feet/7 ½ G.B. Arrangement: Chronological</p> <p>Recommendation: Retain one (1) copy permanently.</p>
1303.	<p><u>POLICIES, PROCEDURES, RULES AND REGULATIONS</u></p> <p>Dates: 1867- Volume: 50 Cubic Feet Annual Accumulation: 5 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain one (1) copy permanently.</p>
1304.	<p><u>PUBLIC HEARING RECORDS AND TRANSCRIPTS</u></p> <p>Dates: 1932- Volume: 75 Cubic Feet/30 G.B. Annual Accumulation: 10 Cubic Feet/3 G.B. Arrangement: Chronological</p> <p>Recommendation: Retain transcripts permanently. Retain public comment cards for one (1) year after public hearing, then dispose of.</p>
1305.	<p><u>SUPERINTENDENT REPORTS</u></p> <p>Dates: (1955-1968) Volume: 6 Cubic Feet Annual Accumulation: N/A Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>

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Item No.	Record Series Title, Description and Recommendation
1306.	<p><u>VIDEO AND AUDIO RECORDINGS OF MEETINGS AND HEARINGS (INCLUDES ALL OPEN MEETINGS AND HEARING RECORDS IN ALL RECORDED FORMATS SUCH AS CASSETTES, DVDS, VHS TAPES, DVC, PRO TAPES, ETC.)</u></p> <p>Dates: 2021- Volume: 48 G.B. Annual Accumulation: 48 G.B. Arrangement: Chronological</p> <p>Recommendation: Retain audio recordings for sixty (60) days after adoption of the minutes, then dispose of. Retain video recordings for thirty (30) days after the date of last airing, then dispose of.</p>