

# Memorandum

*From the desk of Grace Siver,  
Glenbard Township High School District 87 Facility Office*

Date: March 21, 2013

To: Jim Cuny, Linda Oberg, Bill Mushrush, Eric Johansen, Kurt Johansen,  
Jo Ahrens, Kathi Melka, Wayne Barbier, Kristie Kruse, Roberta Crowe, Sharon  
Veyette, Monica Torres, Cindy Smith

**SUBJECT: Destruction of Records 2013**

---

We are in the beginning stages of planning to file for authority from the State of Illinois to dispose of records at the end of this summer. As in the past once we file for permission from the State to dispose of the records, we will have a waiting period of 60 days and then the records can be destroyed. I will contact an outside service, at that time, to handle the destruction of all the records.

The Facility Office has been handling this process district-wide, so please **e-mail** me a copy of your transmittal log with the number of boxes and item number(s) of the records you would like destroyed this year, as long as they adhere to the guidelines set forth by the Local Record Commission of the State of Illinois. Please make sure that the appropriate signatures are acquired. I am attaching a spreadsheet indicating the item number, description of items/records and the inclusive dates for the records to be destroyed, according to the guidelines. Also find attached the Transmittal Destruction of Records Log.

The records should be boxed, sealed, and please tape a copy the Transmittal Destruction of Records Log to each box. Each box should be marked with the corresponding Box no., Item no., and your phone extension. Our District courier will pick up the boxes to be stored at the facility office until destruction. Please tape any box that is damaged and falling apart because the stacking process will not be efficient if the boxes are opened, damaged and records falling out. After you e-mail me with a copy of the transmittal log and location of boxes, I will have our courier pick them up. ***Do not send any empty boxes.***

I will be putting a legal notice in the newspaper on April 1 & 2, 2013 for the destruction of the temporary special education records and attendance records for those students who graduated or permanently withdrew on or before July 1, 2008.

*Please pass this information on to anyone in your building with records to destroy. Thank you.* Should you have any questions, please do not hesitate to contact me at extension 2870.

Should you want a complete copy of the "Application for Authority to Dispose of Local Records" please e-mail me and I will be happy to send you a copy.

# Transmittal Destruction of Records Log

(internal use only)

Date: June 28, 2012

From: Nancy Barcelona

Department: Registrar's Office

School: E W MS Phone extension: x3242

Box #	Item #	Description	Media Type	Date Span	Dept Supervisor Initials
1.	83	Various	paper	07/09-06/10	CG
2.	83	Various	paper	07/09-06/10	CG
3.	83	Various	paper	07/09-06/10	CG
4.	83	Various	paper	07/09-06/10	CG
5.	83	Various	paper	07/09-06/10	CG
6.	83	Various	paper	07/09-06/10	CG
7.	83	Various	paper	07/09-06/10	CG
8.	83	Various	paper	07/09-06/10	CG
9.	83	Various	paper	07/09-06/10	CG
10.	83	Various	paper	07/09-06/10	CG
11.	83	Various	paper	07/09-06/10	CG
12.	83	Various	paper	07/09-06/10	CG
13.	83	Various	paper	07/09-06/10	CG
14.	83	Various	paper	07/09-06/10	CG
15.	83	Various	paper	07/09-06/10	CG
16.	83	Various	paper	07/09-06/10	CG
17.	83	Various	paper	07/09-06/10	CG
18.					
19.					
20.					

Media types: paper, electronic, microfiche, tape, etc.

Total number of boxes: 17

Location of boxes for pick up: Nurses Office

APD Signature: 

Please mark each box with the corresponding box #, Item # and phone extension.


# Transmittal Destruction of Records Log




















(internal use only)

Date: 06/28/2012

From: Nancy Barcelona

Department: Registrar's Office

School: E W  S Phone extension: x3242

Box #	Item #	Description	Media Type	Date Span	Dept Supervisor Initials
1.	72	2007 Student Temporary Records	paper	08/03-06/07	
2.	72	2007 Student Temporary Records	paper	08/03-06/07	
3.	72	2007 Student Temporary Records	paper	08/03-06/07	
4.	72	2007 Student Temporary Records	paper	08/03-06/07	
5.	72	2007 Student Temporary Records	paper	08/03-06/07	
6.	72	2007 Student Temporary Records	paper	08/03-06/07	
7.	72	2007 Student Temporary Records	paper	08/03-06/07	
8.	72	2007 Student Temporary Records	paper	08/03-06/07	
9.	72	2007 Student Temporary Records	paper	08/03-06/07	
10.	72	2007 Student Temporary Records	paper	08/03-06/07	
11.	72	2007 Student Temporary Records	paper	08/03-06/07	
12.	72	2007 Student Temporary Records	paper	08/03-06/07	
13.	72	2007 Student Temporary Records	paper	08/03-06/07	
14.	72	2007 Student Temporary Records	paper	08/03-06/07	
15.	72	2007 Student Temporary Records	paper	08/03-06/07	
16.	72	2007 Student Temporary Records	paper	08/03-06/07	
17.	72	2007 Student Temporary Records	paper	08/03-06/07	
18.	72	2007 Student Temporary Records	paper	08/03-06/07	
19.	72	2007 Student Temporary Records	paper	08/03-06/07	
20.					

Media types: paper, electronic, microfiche, tape, etc.

Total number of boxes: 19

Location of boxes for pick up: Nurses Office

APO Signature: 

Please mark each box with the corresponding box #, Item # and phone extension.

## 2013 Disposal of Local Records

Item #	Description of Items/Records	Department/Users	Records dating between...
1	Application for Disposal of Local Records	APD Office	<b>Permanent record</b>
2	Administrative Correspondence Files <i>retain 1 year</i>	Various	6/11 thru 6/12
3	Applications for Employment ...solicited apps <i>retain 2 years</i> ...unsolicited apps <i>retain 1 year</i>	H.R.	6/10 thru 6/11 6/11 thru 6/12
4	Applications for parking lot stickers <i>retain 1 year</i>	APSS/Dean's office Business Office (BUSI OFC), and Facility Office (FO)	6/11 thru 6/12
5	Application for usage of school district property <i>retain 2 years</i>	Various	6/09 thru 6/10
6	Appraisals <i>retain 3 years</i>	FO	6/09 thru 6/10
7	Asbestos removal records	FO	<b>Permanent record</b>
8	Audits, <i>retain originals permanently, retain copies 1 year</i>	APD Office (AO), BUSI OFC	6/11 thru 6/12
9	Backflow Prevention Reports <i>retain 3 years</i>	FO	6/09 thru 6/10
10	Bids, Specifications and Proposals ...accepted <i>retain 10 years</i> ...rejected <i>retain 3 years</i>	BUSI OFC, FO	6/02 thru 6/03 6/09 thru 6/10
11	Biohazard Waste Pickup Manifests	School site Nurses, FO	<b>Permanent record</b>
12	Board Policy & Procedure Manual, retain 1 copy	H.R.	<b>Permanent record</b>
13	Budget and/or Budget Worksheets ...budget <i>retain 7 years</i> ...worksheets <i>retain 2 years</i>	BUSI OFC	6/05 thru 6/06 6/10 thru 6/11
14	Cancelled Bonds & Coupons <i>retain 2 years</i>	BUSI OFC	6/10 thru 6/11
15	Cancelled checks, bank statements, deposit slips <i>retain 7 years</i>	Payroll, A/P, Bookkeeper, BUSI OFC	6/05 thru 6/06
16	Census Records      Federal – <i>retain 10 years</i> Special census - permanently	Superintendent's Office (SUP OFC), BUSI OFC	6/02 thru 6/03 <b>Permanent record</b>
17	Certificates of status of exempt property <i>retain 2 years</i>	BUSI OFC	6/10 thru 6/11
18	Check stubs and copies <i>retain 2 years</i>	Bkpr, BUSI OFC	6/10 thru 6/11

## 2013 Disposal of Local Records

19	Collective Bargaining Records, Agreements <i>Approved contract, retain permanently and supporting documents retain only 15 years</i>	Human Resources (H.R.)	<b>Permanent record</b> 6/97 thru 6/98
20	COBRA Records, <i>retain 5 years after termination of employment, premium statements for 7 years</i>	H.R.	6/07 thru 6/08 6/06 thru 6/07
21	Construction Records  <i>...plans, drawing &amp; specs retain permanently ... other records 10 yrs after completion</i>	FO	<b>Permanent record</b> 6/02 thru 6/03
22	Contracts, leases and agreements, <i>retain 10 yrs after termination/completion of contract</i>  <i>... retain copies for 2 years</i>	BUSI OFC, FO	6/02 thru 6/03 6/10 thru 6/12
23	Credit Union Records <i>retain for 7 years</i>	N/A	6/05 thru 6/06
24	Curriculum Development records, <i>retain 5 years after adoption</i>	API Office, Education Service Office (ESO)	6/07 thru 6/08
25	Depreciation Records (G.A.S.B. 43) <i>retain for 7 years</i>	BUSI OFC	6/05 thru 6/06
26	Donation Records <i>retain for 7 years</i>	SUP OFC	6/05 thru 6/06
28	Elevator & Lift Chair Inspections <i>retain for 5 years</i>	AO, BUSI OFC	6/07 thru 6/08
27	Election Records (school board) <i>retain for 1 year</i>	SUP OFC	6/11 thru 6/12
29	Employment Eligibility Verification I-9 Employed less than 3 yrs – <i>retain 3 years</i> Employed longer than 3 yrs – <i>retain 1 year after termination</i>	H.R.	varies
30	Freedom of Information Act Requests/Denials <i>retain for 2 years</i>	SUP OFC	6/09 thru 6/10
31	Grant, title, chapter records <i>retain for 3 years after completion</i>	Various	6/09 thru 6/10
32	Health Department Inspections <i>retain for 5 years</i>	AO, FL	6/07 thru 6/08
33	Illinois Municipal Retirement Fund Records <i>Retain beneficiary forms until employee's 78<sup>th</sup> birthday or 10 years after termination. All other records in this series, retain for 7 years</i>	Payroll, H.R.	Varies
34	In-service training program apps & records <i>retain 3 years</i>	ESO	6/05 thru 6/06 6/09 thru 6/10
35	Inspections (Fire alarm, sprinklers, etc) <i>retain 5 years</i>	AO	6/07 thru 6/08
36	Insurance  <i>...Policies retain 7 years after</i>	H.R., BUSI OFC, FO	6/05 thru 6/06

## 2013 Disposal of Local Records

	<i>cancellation/expiration</i> ...Claims retain 7 years after settlement of claim		6/05 thru 6/06
37	Insurance Records... <i>retain for three years following expiration of policy</i>	H.R., BUSI OFC, FO	6/05 thru 6/06
38	Inventories of Equipment & Supplies <i>retain for 2 years</i>	AO, AV, Tech	6/10 thru 6/11
39	Investment Records... <i>retain certs of deposit, securities, treasury notes 7 years after maturity</i>	BUSI OFC	6/05 thru 6/06
40	Invoices, vouchers and paid bills (c.c.'s) (payables and receivables) <i>retain 7 years</i>	Bkkpt, BUSI OFC, AO	6/05 thru 6/06
41	Job Descriptions ... <i>5 years following supersedence</i>	H.R.	6/07 thru 6/08
42	Learning Resource Center shelf lists, <i>retain until updated or superseded, then dispose of.</i>	API Office, ESO	6/11 thru 6/12
43	Ledgers & Journals, <i>paper record, retain 7 years</i>	BUSI OFC	6/05 thru 6/06
44	Legal Case files... <i>retain 3 yrs following settlement (retain legal opinions permanently)</i>	H.R., SUP OFC	6/09 thru 6/10
45	Life Safety Records	FO	<b>Permanent record</b>
46	Meeting Minutes and agendas .. <i>retain originals permanently, duplicates retain for 1 year</i>	SUP OFC, BUSI OFC	6/10 thru 6/11 (duplicates)
47	Monthly/year-to-date Reports... <i>yearly retain 7 years ... monthly retain 2 years</i>	Various	6/05 thru 6/06 6/10 thru 6/11
48	Nominating Petitions & Statements of Candidacy <i>retain 1 year</i>	SUP OFC	6/11 thru 6/12
49	North Central Accreditation Reports ... <i>evaluation/visitations permanently</i>	ESO, SUP OFC	<b>Permanent record</b>
50	Nurses Logs (drug dispensing & sign in/out ... <i>annual report retain 7 years,</i>	School site nurses	6/05 thru 6/06 6/07 thru 6/08
51	Personnel files, <b><u>retain individual work &amp; salary history for 60 years and all other records within this series for 5 years after terminated employment/death</u></b>	H.R.	
52	Purchase orders & requisitions <i>retain 2 years</i>	BUSI OFC	6/07 thru 6/08 6/10 thru 6/11
53	Referendum Records <i>retain 1 year</i>	SUP OFC	6/11 thru 6/12
54	R.O.E. Inspections <i>retain 7 years</i>	A/P, FO	6/05 thru 6/06

## 2013 Disposal of Local Records

55	Requests for time off (sick, vacation, leave) <i>retain 2 years</i>	Principal office, H.R.	7/10 thru 6/11
56	School Calendars...annual <i>retain 7 years</i> ...all others(daily, weekly, etc) <i>retain 2 years</i>	Registrar, H.R.	6/05 thru 6/06 6/10 thru 6/11
57	School District Owned Property records	BUSI OFC	<b>Permanent record</b>
58	School Lunch Program Records <i>retain 5 years</i>	BUSI OFC	6/07 thru 6/08
59	School District Questionnaires/Surveys <i>retain 1 year</i>	Communications Office	6/11 thru 6/12
60	Special Education Program Records (claims, reports for teachers generated by district or state – <i>Not Individual Student – groups only</i> ) <i>retain 3 years after completion of program year</i>	Special Ed	6/09 thru 6/10
61	Special Education Student Temporary Records (Individual students records, IEP's, P-T conference notes, evaluations, test scores) <i>retain 5 years after graduation. Parent must be notified prior to disposition. Info of continued assistance to student may be transferred to parent or student if rights of parents are superseded.</i>	Special Ed, APSS Office	6/07 thru 6/08 <b>Parent must be notified prior to disposition.</b>
62	State aid claims for reimbursements <i>retain for 3 years</i>	BUSI OFC	6/09 thru 6/10
63	State & Federal Tax Statements & Reports ...retain W-4s for 5 yrs after termination ...retain all other tax forms for 7 yrs. (W-2s, W-3s, IL-941s, IL1099s, etc)	Payroll, BUSI OFC	6/05 thru 6/06 (termination date) 6/05 thru 6/06
64	State Reports <i>retain 5 years</i>	API Office	6/07 thru 6/08
65	Statement of Economic Interest List, <i>retain until superseded</i>	H.R.	varies
66	Student Accident Reports ... <i>retain 60 years after student transferred, graduated or permanently withdrawn</i>	Nurses	<b>Parent must be notified prior to disposition.</b>
67	Student Attendance records & summaries (dispose of after attendance record is transferred to student's permanent record, retain for 3 years)	School site	6/09 thru 6/10
68	Student Fee Cards/Sheets <i>retain 2 years</i>	Bkpr	6/10 thru 6/11
69	Student Health Records... <i>retain 60 years after student transferred, graduated or permanently withdrawn</i>	Nurses	<b>Parent must be notified prior to disposition.</b>
70	Student & Imprest Activity Fund Records <i>retain for 7 years</i>	Bkpr, AO	6/05 thru 6/06

## 2013 Disposal of Local Records

		School sites	Parent must be notified prior to disposition.
71	Student Permanent Record cards ... <i>retain 60 years after student transferred, graduated or permanently withdrawn</i>		
72	Student Temporary Records ( <i>including transferring student records and placement testing, suspension and expulsion</i> ) <i>retain for 5 years</i>	Registrar, Guidance Office, Special Ed., Nurses, SUP OFC, BUSI OFC, APSS/Dean's office	6/07 thru 6/08
73	Student work permits <i>retain 2 years</i>	Registrar	6/10 thru 6/11
74	Surety Bonds ( <i>retain for 1 yr after expiration</i> )	BUSI OFC	6/11 thru 6/12
75	Tax Reports ( <i>sales tax, tax levies, tax distributions &amp; extensions, etc.</i> ) <i>retain 7 years</i>	BUSI OFC	6/05 thru 6/06
76	Teacher's Retirement System Reports ...monthly <i>retain 1 year</i> ...annually <i>retain 7 years</i> <i>Retain Credit affidavit retain for 65 years</i>	Payroll, H.R.	6/11 thru 6/12 6/05 thru 6/06
77	Textbook Purchase Program Records... <i>retain 3 yrs following completion of program year</i>	Bookstore, BUSI OFC	6/09 thru 6/10
78	Theft & Vandalism Reports <i>retain 3 years</i>	APSS, BUSI OFC	7/09 thru 6/10
79	Unclaimed Property Reports <i>retain 3 years</i>	BUSI OFC	6/09 thru 6/10
80	Unemployment records... <i>retain 7 years</i>	Payroll, H.R.	6/05 thru 6/06
81	Vehicle & Equipment Maintenance Files... <i>retain until vehicle sold, traded or junked</i>	FO	until sold, traded, junked
82	Worker's Compensation Records... <i>retain 7 years after settlement</i>	H.R., BUSI OFC	6/05 thru 6/06
83	Worksheets ( <i>retain 2 years</i> ) and Vouchers ( <i>retain 7 years</i> )	Payroll, Various	6/05 thru 6/06
84	School Profile Reports <i>retain 3 years</i>	API Office, ESO, BUSI OFC	6/09 thru 6/10