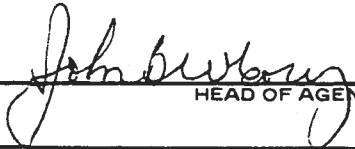



STATE OF ILLINOIS
LOCAL RECORDS COMMISSION

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

COUNTY Cook	CITY OR TOWN Chicago	LOCAL RECORDS COMMISSION APPROVAL: CHAIRMAN SECRETARY DATE
AGENCY City of Chicago - Department of Water		
DIVISION Office of the Commissioner		
PHONE AC <u>312, 744, 7004</u> I HEREBY CERTIFY THAT THE RECORDS DESCRIBED IN THIS APPLICATION ARE NOT NEEDED IN THE TRANSACTION OF CURRENT BUSINESS AND ARE NOT OF SUFFICIENT ADMINISTRATIVE, LEGAL, OR FISCAL VALUE TO WARRANT FURTHER PRESERVATION.		
 HEAD OF AGENCY		5/2/84 
SUBMIT ORIGINAL AND ONE COPY TO LOCAL RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.		

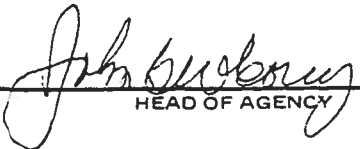
ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>Some records contained on this application are subject to state and/or federal audits. If that is the case the retention period will be followed by this symbol *. The audit clause which applies in this case is as follows:</p> <p>Provided audit completed according to Illinois Revised Statutes 1983, Chapter 24, Article 8, Division 8.</p> <p>Some records contained on this application are to be retained permanently. However, the original records may be disposed of if micro-filmed in accordance with the regulations and standards of the Local Records Act, and providing the microfilm is retained permanently. If that is the case, the retention period will be listed as "Retain permanently." followed by this symbol +. If microfilming is not an option, the retention period will be listed as "Retain permanently."</p> <p>Unless otherwise noted, all of the records listed in this section are located at the Bureau of Engineering Room 3030, Jardine Water Plant.</p> <p style="text-align: center;"><u>WATER DISTRIBUTION - ENGINEERING</u></p> <p>1. <u>DETAIL DRAWINGS</u> Water tunnels, in city limits, size, depth, route, and type</p> <p>Dates: 1867 - Volume: 2 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by street name</p> <p>Recommendation: Retain permanently.+</p>	

State of Illinois
 Local Records Commission
 Archives Building
 Springfield, IL 62756
 217/782-7075

JIM EDGAR
 Secretary of State
 and
 State Archivist

APPLICATION NO. 84-91MC
 PAGE 1 OF 11 PAGES.

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

County Cook	City or Town Chicago	LOCAL RECORDS COMMISSION APPROVAL: _____ CHAIRMAN _____ SECRETARY OF STATE _____ DATE
Agency City of Chicago - Department of Water		
Division Office of the Commissioner		
Phone AC <u>312 / 744 / 7004</u>		
I HEREBY CERTIFY THAT THE RECORDS DESCRIBED IN THIS APPLICATION ARE NOT NEEDED IN THE TRANSACTION OF CURRENT BUSINESS AND ARE NOT OF SUFFICIENT ADMINISTRATIVE, LEGAL, OR FISCAL VALUE TO WARRANT FURTHER RESERVATION.		
 HEAD OF AGENCY	5/2/84 DATE	
SUBMIT ORIGINAL AND ONE COPY TO LOCAL RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.		

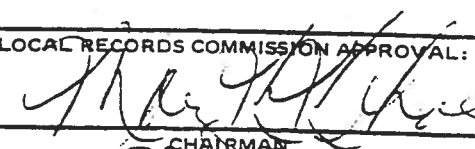
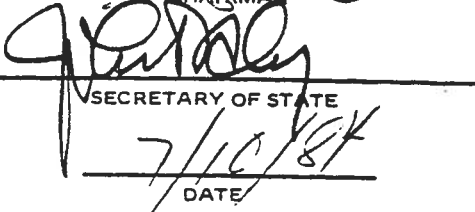
ITEM NUMBER	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
1.	<p>"I hereby certify that microfilm copies, made in accordance with the standards of the Local Records Commission, will be adequate substitutes for the original records."</p> <hr/> <p><u>ANNUAL REPORTS</u> For South Filtration Plant Roll numbers 24-26</p> <p>Dates: 1967 - Volume: 2 rolls Annual Accumulation: Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 7 years and disposed of if audited.*</p>	
2.	<p><u>CHEMICAL CONTROL LABORATORY ANALYSIS</u> Roll numbers 18 through 23</p> <p>Dates: 1969 - 1987 Volume: 6 rolls Annual Accumulation: Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 10 years</p>	

JIM EDGAR
Secretary of State
and
State Archivist

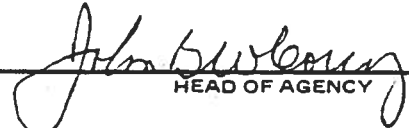
State of Illinois
Local Records Commission
Archives Building
Springfield, IL 62756
217/782-7075

APPLICATION NO. 84-910K
PAGE 1 OF 11 PAGES.

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

County <p style="text-align: center;">Cook</p>	City or Town <p style="text-align: center;">Chicago</p>	LOCAL RECORDS COMMISSION APPROVAL:  CHAIRMAN  SECRETARY OF STATE 7/10/84 DATE
Agency <p style="text-align: center;">City of Chicago - Department of Water</p>		
Division <p style="text-align: center;">Office of the Commissioner</p>		
Phone AC <u>312 / 744 / 7004</u>		

I HEREBY CERTIFY THAT THE RECORDS DESCRIBED IN THIS APPLICATION ARE NOT NEEDED IN THE TRANSACTION OF CURRENT BUSINESS AND ARE NOT OF SUFFICIENT ADMINISTRATIVE, LEGAL, OR FISCAL VALUE TO WARRANT FURTHER PRESERVATION.

 HEAD OF AGENCY	5/2/84 DATE
--	----------------

SUBMIT ORIGINAL AND ONE COPY TO LOCAL RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.

ITEM NUMBER	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
1.	<p><u>ANNUAL REPORTS</u> For South Filtration Plant Roll numbers 24-26</p> <p>Dates: 1967 - Volume: 2 rolls Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 7 years and disposed of if audited.*</p>	
2.	<p><u>CHEMICAL CONTROL LABORATORY ANALYSIS</u> Roll numbers 18 through 23</p> <p>Dates: 1969 - Volume: 6 rolls Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the</p>	

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS
(CONTINUATION SHEET)

APPLICATION NO. 84-9/11
PAGE 2 OF 11 PAGES.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
3.	<p><u>LANGELIER REPORTS</u> Rolls number 23 and 26</p> <p>Dates: 1976 - Volume: 2 rolls Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 10 years and may be disposed of, if audited.*</p>	
4.	<p><u>SEDIMENT LOG</u> Roll numbers 24 - 26</p> <p>Dates: 1972 - Volume: 2 rolls Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 7 years and may be disposed of.</p>	
5.	<p><u>WATER QUALITY DATA</u> Roll numbers 24 - 26</p> <p>Dates: 1956 - Volume: 2 rolls Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 10 years and may be disposed of.</p>	

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 84-911
PAGE 3 OF 11 PAGES.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
6.	<p><u>CHEMICAL TREATMENT REPORT</u> Roll numbers 24-26</p> <p>Dates: 1945 - Volume: 26 rolls Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 10 years and may be disposed of</p>	
7.	<p><u>CHEMICAL AND MICROBIOLOGICAL ANALYSIS</u> Roll numbers 24 - 26</p> <p>Dates: 1968 - Volume: 2 rolls Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 10 years and may be disposed of</p>	
8.	<p><u>PUMPING STATION WORKSHEETS</u> Roll numbers 1 and 25</p> <p>Dates: 1977 - Volume: 2 rolls Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 2 years and may be disposed of.</p>	

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 84191
PAGE 4 OF 11 PAGES.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
9.	<p><u>RESERVOIR REPORT (DAILY)</u> Roll numbers 2 - 25</p> <p>Dates: 1969 - Volume: 2 rolls Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 2 years and may be disposed of.</p>	
10.	<p><u>DAILY REPORT TO WATER OPERATIONS</u> Roll numbers 3 - 25</p> <p>Dates: 1975 - Volume: 2 rolls Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 2 years and may be disposed of.</p>	
11.	<p><u>PUMPING STATIONS WORKSHEETS</u> Roll number 4</p> <p>Dates: 1977 - Volume: 1 roll Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 5 years and may be disposed of.</p>	
12.	<p><u>CHEMICAL CONTROL RECORD LOG</u> Roll numbers 5 through 14 and 23</p> <p>Dates: 1966 - Volume: 11 rolls Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 10 years and may be disposed of.</p>	

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS
(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
13.	<p><u>LOW LIFT PUMPING STATION LOG</u> Roll numbers 16 & 17 & 26</p> <p>Dates: 1973 - Volume: 2 rolls Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained permanently. A security copy of the microfilm may be deposited in the Illinois State Archives.</p> <p>-----</p>	

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 84:9/11
PAGE E OF 11 PAGES.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKE
	<u>WATER DISTRIBUTION (ENGINEERING)</u>	
14.	<p><u>PLATS</u> Water mains, valves, hydrants, size of pipe, type of pipe</p> <p>Dates: 1880 - Volume: 5 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by plat number Location: Room 3030</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained permanently.</p>	
15.	<p><u>APERTURE FILMS (SLIDES ON CARD) OF STOCKPILES OF PLUMBING WHICH SERVE AS MATERIAL REQUISITION</u> MMM5024 Brand Filmsort Cards - Product of 3M Company</p> <p>Dates: 1973 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Aisle of 6th circle, vault 56-58B, Level 00 Basement</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 2 years and may be disposed of if audited.*</p>	
16.	<p><u>DAILY REPORT TO BUREAU OF WATER OPERATIONS</u></p> <p>Dates: 1973 - Volume: 3 3/4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Shelf 15, Room 316, Shelf 37, 82</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 2 years and then may be disposed of.</p>	

... AUTHORITY TO
DISPOSE OF LOCAL RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 84
PAGE 7 OF 11 PAGE

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION
17.	<p><u>LOW LIFT PUMPING STATION</u> Pump number and venturi reading - xerox copies</p> <p>Dates: 1982 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Shelf 36, Room 316</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 2 years and then may be disposed of.</p>	
18.	<p><u>CHEMICAL CONTROL RECORD</u> Hourly pumpage flow and elevation data (MGD units) (Venturi totalizer differential and Filter Log information) - xerox copies and originals (FP 161 A4 Bin-24)</p> <p>Dates: 1966 - Volume: 18 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Shelf 14, Room 316, South Filtration Plant, Shelves 35,34,83, 29, 31,42,27,26,39</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 10 years and then may be disposed of.</p>	
19.	<p><u>SWFP LOG SHEET OF OPERATION OF WESTERN AVE P.S. RESERVOIR</u> (10-411, F,P,747 original)</p> <p>Dates: 1973 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Location: Shelf 49, Room 316, South Water Filtration Plant, Shelf 51</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained permanently. A security copy of the microfilm may be deposited in the Illinois State Archives.</p>	

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS
(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKE
20.	<p><u>LOW LIFT PUMPING STATION OPERATING LOG</u> Form 22-277A</p> <p>Dates: 1970 - Volume: 11 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Room 316, Shelves 36,30,38,69,54,59,60,58</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained permanently. A security copy of the microfilm may be deposited in the Illinois State Archives.</p>	
21.	<p><u>OPERATING SECTION MEMORANDUM</u> Form 15-809 - original in pencil (time pump stopped and started)</p> <p>Dates: 1970 - Volume: 75 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Room 316, Shelf 36, 38, 69, 54</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 5 years and then may be disposed of.</p>	
22.	<p><u>SWFP CONTROL ROOM WORKSHEET</u> Pumping Station data (original)</p> <p>Dates: 1973 - Volume: 4 3/4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Shelf 14,15, Room 316</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 5 years and then may be disposed of.</p>	

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS
(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKE
23.	<p><u>WATER QUALITY DATA (ORIGINAL)</u></p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by monthly record Location: Shelf 11, Room 316, South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained permanently. A security copy of the microfilm may be deposited in the Illinois State Archives.</p>	
24.	<p><u>SUMMARY OF CHEMICAL TREATMENT (COPIES)</u></p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by month Location: Room 316, Shelf 11, South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 5 years and then may be disposed of.</p>	
25.	<p><u>CHEMICAL & MICROBIOLOGICAL ANALYSIS</u> (SWFP813A copy)</p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: Room 316, Shelf 11</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 10 years and then may be disposed of.</p>	

DISPOSITION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS
(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION
26.	<p><u>SUPPLEMENTARY DATA SHEET</u> (Original revised 1961, B.S.E.E. FP-163-A) Attached to Daily Chemical Control Laboratory Analysis</p> <p>Dates: 1964 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by day Location: Shelf, Room 316, South Water Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 10 years and then may be disposed of.</p>	
27.	<p><u>ANALYSIS REPORT ON CHEMICALS, CHEMICAL CONTROL LABORATORY ANALYSIS</u> (FP-163-AZ BIN-18) (Originals in pencil) (FF-163-AL BIN-18)</p> <p>Dates: 1964 - Volume: 27 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: Purification, Room 316, Storage Room South Filtration Plant, Shelf 2,3,4,5,6,8,13,21,22,23,37,52,75,76,74,77</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained permanently. A security copy of the microfilm may be deposited in the Illinois State Archives.</p>	
28.	<p><u>ADJUSTMENT DOCUMENTS ON WATER BILLS</u></p> <p>Dates: 1979 - Volume: 30 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by month/day Location: Water Collection</p> <p>Recommendation: Microfilm and the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 7 years and then may be disposed of if audited.*</p>	

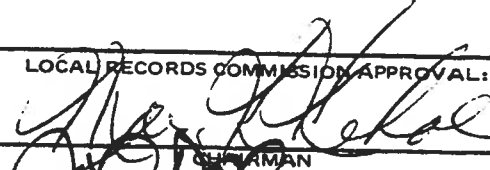
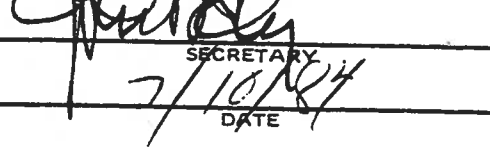

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS
(CONTINUATION SHEET)

APPLICATION NO. 84-911
PAGE 11 OF 11 PAGES.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
29.	<p><u>BILLINGS CASH, APPLICATION BILLINGS</u></p> <p>Dates: 1980 - Volume: 5 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Aisle, 3rd aisle, 56-58 Vault, Level 00</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 7 years and then may be disposed of.</p>	
30.	<p><u>OLD PLATBOOK FILES</u> (Now obsolete - those topics are now on aperture cards)</p> <p>Dates: 1966 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by assigned number Location: South Aisle, 3rd aisle, 56-58 vault, Level 00</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained permanently.</p> <p style="text-align: center;">-----</p>	
*	<p>AUDIT CLAUSE</p> <p>Provided audit completed according to Illinois Revised Statutes 1983, Chapter 24, Article 8, Division 8.</p>	

STATE OF ILLINOIS
LOCAL RECORDS COMMISSION

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

COUNTY <u>Cook</u>	CITY OR TOWN <u>Chicago</u>	LOCAL RECORDS COMMISSION APPROVAL:  CHAIRMAN  SECRETARY <u>7/10/84</u> DATE
AGENCY <u>City of Chicago - Department of Water</u>		
DIVISION <u>Office of the Commissioner</u>		
PHONE AC <u>312, 744, 7004</u>		
I HEREBY CERTIFY THAT THE RECORDS DESCRIBED IN THIS APPLICATION ARE NOT NEEDED IN THE TRANSACTION OF CURRENT BUSINESS AND ARE NOT OF SUFFICIENT ADMINISTRATIVE, LEGAL, OR FISCAL VALUE TO WARRANT FURTHER PRESERVATION.		
 HEAD OF AGENCY		5/2/84 DATE
SUBMIT ORIGINAL AND ONE COPY TO LOCAL RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.		

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>Some records contained on this application are subject to state and/or federal audits. If that is the case the retention period will be followed by this symbol *. The audit clause which applies in this case is as follows:</p> <p>Provided audit completed according to Illinois Revised Statutes 1983, Chapter 24, Article 8, Division 8.</p> <p>Some records contained on this application are to be retained permanently. However, the original records may be disposed of if micro-filmed in accordance with the regulations and standards of the Local Records Act, and providing the microfilm is retained permanently. If that is the case, the retention period will be listed as "Retain permanently." followed by this symbol +. If microfilming is not an option, the retention period will be listed as "Retain permanently."</p> <p>Unless otherwise noted, all of the records listed in this section are located at the Bureau of Engineering, Room 3030, Jardine Water Plant.</p> <p style="text-align: center;"><u>WATER DISTRIBUTION - ENGINEERING</u></p> <p>1. <u>DETAIL DRAWINGS</u> Water tunnels, in city limits, size, depth, route, and type</p> <p>Dates: 1867 - Volume: 2 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by street name</p> <p>Recommendation: Retain permanently.+</p>	

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS
(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
2.	<p><u>DETAIL DRAWINGS</u> Pumping stations, locations, types & sizes of pumps, and size of discharge mains</p> <p>Dates: 1880 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date</p> <p>Recommendation: Retain permanently.+</p>	
3.	<p><u>MAPS - WATER DISTRIBUTION SYSTEM</u> Showing size, location, of all water mains within the limits of City of Chicago</p> <p>Dates: 1880 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by street name</p> <p>Recommendation: Retain permanently.+</p>	
4.	<p><u>MAPS - FEEDER MAINS</u> Water mains 16" or larger</p> <p>Dates: 1880 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by street name</p> <p>Recommendation: Retain permanently.+</p>	
5.	<p><u>AERIAL PHOTOGRAPHS</u> Of all visible features within the limits of City of Chicago</p> <p>Dates: 1973 - Volume: 10 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Numerical by plat number</p> <p>Recommendation: Retain permanently.+</p>	

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 84:90C
PAGE 3 OF 150 PAGES.

LR-1A

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
6.	<p><u>OFFICIAL ATLAS PAGES</u> Showing street location, size of water mains, dates of installation, valve sizes, hydrant locations 092686</p> <p>Dates: 1880 - Volume: 15 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by plat number</p> <p>Recommendation: Retain permanently.+</p>	
7.	<p><u>PLAT BOOKS</u> Water mains, valves, hydrants</p> <p>Dates: 1880 - Volume: 8 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by street name</p> <p>Recommendation: Retain permanently.+</p>	
8.	<p><u>RECORD DRAWINGS (AS BUILT)</u> All water mains, valves, hydrants, length, diameter, type of pipe, location of valves & hydrants</p> <p>Dates: 1912 - Volume: 45 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by job number</p> <p>Recommendation: Retain permanently.+</p>	
9.	<p><u>WATER SERVICE PIPE PLATS</u> For each consumer within the City of Chicago, showing size and location of water service, date of installation, meter size</p> <p>Dates: 1890 - Volume: 25 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by plat number</p> <p>Recommendation: Retain permanently.+</p>	
10.	<p><u>DETAIL DRAWINGS</u> Suburban connections made to city water system, size & location of meter vaults, type of meters</p> <p>Dates: 1912 - Volume: 2 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by street number</p> <p>Recommendation: Retain permanently.+</p>	

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11.	<p><u>DETAIL DRAWINGS</u> Chicago, type 4 1/2" hydrants, all sizes of Chicago type valves used in water pipe construction</p> <p>Dates: 1912 - Volume: 10 cu. ft. Annual Accumulation: N/A Arrangement: Alphabetical by valve type</p> <p>Recommendation: Retain permanently.+</p>	
12.	<p><u>SCHEMATIC DIAGRAMS OF SUBURBAN WATER SYSTEMS (BOOK)</u></p> <p>Dates: 1909 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by town name</p> <p>Recommendation: Retain permanently.+</p> <p style="text-align: center;">-----</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
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13.	<p><u>BUDGET DIRECTOR MONTHLY EXPENDITURE REPORTS</u> Copies</p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by month Location: 034295</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
14.	<p><u>SECURITY SURVEY</u></p> <p>Dates: 1958 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by date Location: 034299</p> <p>Recommendation: Retain 2 years and dispose of.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
15.	<p><u>STREET IMPROVEMENT PROJECT</u></p> <p>Dates: 1971 - Volume: 2 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name of street Location: 034299, 034120</p> <p>Recommendation: Retain 10 years following completion of project and dispose of.</p>	
16.	<p><u>TRAVEL VOUCHERS (COPIES)</u></p> <p>Dates: 1977 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by voucher number Location: 034299, 034120</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
17.	<p><u>STREETSCAPING RECORD</u></p> <p>Dates: 1970 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name of street Location: 034299</p> <p>Recommendation: Retain 10 years following completion of project and dispose of.</p>	
18.	<p><u>URBAN RENEWAL PROJECT</u> Agreements, correspondence</p> <p>Dates: 1975 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: 034299</p> <p>Recommendation: Retain 10 years following completion of project and dispose of providing all necessary state and federal audits are complete and all audit questions, if any, are resolved.*</p>	

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19.	<p><u>WATER CERTIFICATES</u></p> <p>Dates: 1956 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year/Numerical by certificate number Location: 034300</p> <p>Recommendation: Retain permanently.+</p>	
20.	<p><u>WATER CERTIFICATES FINANCIAL REPORT</u></p> <p>Dates: 1956 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: 034300</p> <p>Recommendation: Retain 7 years and dispose of.</p>	
21.	<p><u>WATER ALLOCATION REPORTS FROM COMMISSIONER</u> Copies</p> <p>Dates: 1975 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: 034300</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
22.	<p><u>MONTHLY WATER ALLOCATION REPORT (COPIES)</u></p> <p>Dates: 1981 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by month Location: 034300</p> <p>Recommendation: Retain 1 year and dispose of.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
23.	<p><u>WATER MAIN CONSTRUCTION COUNCIL AUTHORITY</u> Originals - Contracts</p> <p>Dates: 1976 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name Location: 034300</p> <p>Recommendation: Retain 10 years after completion of project and dispose of if audited.*</p>	
24.	<p><u>SUBURBAN LAW SUITS AGAINST WATER DEPARTMENT</u></p> <p>Dates: 1970 - Volume: 1 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date Location: 089678</p> <p>Recommendation: Retain 5 years following settlement and dispose of when usefulness to the department is complete.</p>	
25.	<p><u>PERSONNEL FILE, PERSONNEL DATA FORM, DUAL EMPLOYMENT FORM, REPORT OF REAL ESTATE INTEREST, RESIDENCY AFFADAVIT</u></p> <p>Dates: 1950 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name Location: 089678</p> <p>Recommendation: Transfer to the Department of Personnel upon termination of employment.</p>	
26.	<p><u>COUNCIL CLAIMS - WATER DISTRIBUTION</u></p> <p>Dates: 1970 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by claim Location: 3M 034124</p> <p>Recommendation: Retain 5 years following settlement and dispose of.</p>	

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27.	<p><u>WATER MAIN CONNECTION</u> Correspondence, blueprints, land description</p> <p>Dates: 1960 - Volume: 2 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by site Location: 3M 034125</p> <p>Recommendation: Retain permanently.+</p>	
28.	<p><u>PLUMBING VIOLATION - INSPECTION REPORTS</u></p> <p>Dates: 1981 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by date Location: 034123</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
29.	<p><u>PURCHASING DEPARTMENT CONTRACTS (COPIES)</u></p> <p>Dates: 1975 - Volume: 2 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by contract number Location: 3M 034123</p> <p>Recommendation: Retain for the life of the contract and dispose of.</p>	
30.	<p><u>EEO REPORTS (COMPUTER GENERATED)</u> Employment application (Equal Employment Opportunity)</p> <p>Dates: 1982 - Volume: 1 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological bi annually Location: 034104</p> <p>Recommendation: Retain 5 years and dispose of.</p>	

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31.	<p><u>SUBURBAN CONTRACTS</u> Originals</p> <p>Dates: 1953 - Volume: 12 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name Location: 034293</p> <p>Recommendation: Retain 10 years following completion of terms of contract, if audited and no litigation is pending, and dispose of.</p>	
32.	<p><u>TICKLER FILE - PENDING LAW SUITS</u></p> <p>Dates: 1980 - Volume: 1 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name Location: 034294</p> <p>Recommendation: Retain 1 year following settlement and dispose of.</p>	
33.	<p><u>NEW-CONSTRUCTION-FILE</u></p> <p>Dates: 1979 - Volume: 8 1/2 cu. ft. Annual Accumulation: 1 1/2 cu. ft. Arrangement: Alphabetical by name Location: 032494</p> <p>Recommendation: Retain 10 years following completion of project and dispose of.</p>	
34.	<p><u>CORRESPONDENCE</u> Copies of letters & memos to different department heads & outside agencies</p> <p>Dates: 1970 - Volume: 56 cu. ft. Annual Accumulation: 3 1/2 cu. ft. Arrangement: Alphabetical by subject Location: 034295, 034296, 034297, 034298, 034299, 034125, 034119</p> <p>Recommendation: Purge files annually of all non-essential materials & dispose of when administrative use is complete. Files must be weeded so that records having legal, historical, or administrative use are retained.</p>	

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35.	<p><u>MONTHLY REPORT</u></p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by month Location: 034297</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
36.	<p><u>BUDGET REPORTS</u></p> <p>Dates: 1973 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: 034295, 034119</p> <p>Recommendation: Retain 7 years and dispose of.</p>	
37.	<p><u>QUARTERLY ALLOTMENTS FOR BUDGET</u></p> <p>Dates: 1974 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by quarter Location: 034295, 034119</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
38.	<p><u>CITY ACCIDENT REPORTS</u></p> <p>Dates: 1966 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by date Location: 034296</p> <p>Recommendation: Retain 7 years and dispose of.</p>	

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39.	<p><u>COMMUNITY DEVELOPMENT & HOUSING</u> Coordinating committee meeting minutes - American Waterworks Association Committee Meeting Minutes</p> <p>Dates: 1974 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name Location: 034296, 034119</p> <p>Recommendation: Retain permanently. +</p>	
40.	<p><u>O'HARE INTERNATIONAL AIRPORT</u> Agreements, leases, permits</p> <p>Dates: 1960 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: 034298</p> <p>Recommendation: Retain 3 years following expiration and dispose of providing no claims or litigation are pending.</p>	
41.	<p><u>PICTURES</u> Personnel, miscellaneous, filtration, plants</p> <p>Dates: 1950 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by date Location: 034298</p> <p>Recommendation: Retain 5 years and dispose of. Files must be weeded so that records having legal, historical, or administrative use are retained.</p>	
42.	<p><u>PRESS RELEASES</u></p> <p>Dates: 1954 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by date Location: 034298, 034120</p> <p>Recommendation: Retain one copy of each permanently. +</p>	

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43.	<u>SAFETY COMMITTEE ANNUAL ACCIDENT REPORT</u> Dates: 1979 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: 034298 Recommendation: Retain 7 years and dispose of.	
44.	<u>HISTORY OF WATER WORKS, TUNNELS, SEWERS, WATER TOWER</u> Dates: 1920 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by date Location: 034298 Recommendation: Retain permanently.+	
45.	<u>HIGHWAYS</u> County & state wide agreement Dates: 1971 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name Location: 034297 Recommendation: Retain 10 years following completion of terms of agreement and dispose of providing no claims or litigation are pending.	
46.	<u>GAS CONTRACTS PUMPING STATION</u> Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name Location: 034298 Recommendation: Retain 10 years following completion of terms of contract and dispose of providing no claims or litigation are pending.	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
47.	<p><u>INQUIRIES ON WATER SYSTEM</u></p> <p>Dates: 1976 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by date Location: 034297</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
48.	<p><u>MAPS & PLATS</u></p> <p>Dates: 1950 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by section name Location: 034292</p> <p>Recommendation: Retain permanently.+</p>	
49.	<p><u>COMMISSIONERS PERSONNEL FILE</u></p> <p>Dates: 1979 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name Location: 034296</p> <p>Recommendation: Retain and transfer to the Department of Personnel upon termination of employment.</p>	
50.	<p><u>DRIVEWAY PERMITS</u></p> <p>Dates: 1981 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by permit number Location: 034296</p> <p>Recommendation: Retain 3 years following expiration of permit and dispose of.</p>	
51.	<p><u>EASEMENTS - WATER & SEWERS</u> Releases</p> <p>Dates: 1965 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name Location: 034296, 034119</p> <p>Recommendation: Retain permanently.+</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
52.	<p><u>ELECTRICAL CONTRACTS</u></p> <p>Dates: 1970 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name Location: 034296</p> <p>Recommendation: Retain 10 years following completion of terms of contract and dispose of providing no claims or litigation are pending.</p>	
53.	<p><u>ENVIRONMENTAL PROTECTION AGENCY</u> Operating permit</p> <p>Dates: 1975 - Volume: 1 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by permit number Location: 034296</p> <p>Recommendation: Retain permanently.+</p>	
54.	<p><u>FINANCIAL WEEKLY REPORTS</u></p> <p>Dates: 1982 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by week Location: 034296</p> <p>Recommendation: Retain 1 year and dispose of.</p>	
55.	<p><u>ANNUAL REPORTS</u></p> <p>Dates: 1967 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: 034295, 034119</p> <p>Recommendation: Retain 7 years and dispose of.</p>	

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56.	<p><u>ANNUAL REPORT MAILING LIST</u></p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name Location: 034295</p> <p>Recommendation: Retain 60 days following up-date and dispose of.</p>	
57.	<p><u>BUILDING PERMITS (COPIES)</u></p> <p>Dates: 1974 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by permit number Location: 034119</p> <p>Recommendation: Retain 5 years and dispose of.</p>	
58.	<p><u>AUTOMOBILE LICENSE & PURCHASE ORDERS (COPIES)</u></p> <p>Dates: 1970 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by purchase order Location: 034119</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	
59.	<p><u>CAPITAL IMPROVEMENTS FOR WATER PUMPING STATIONS (COPIES)</u></p> <p>Dates: 1973 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by pumping station name Location: 034119</p> <p>Recommendation: Retain until completion of project and dispose of.</p>	

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60.	<p><u>SUBPOENA & SUMMONS (COPIES)</u></p> <p>Dates: 1973 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by date Location: 034120</p> <p>Recommendation: Retain 2 years and dispose of.</p> <p>-----</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
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61.	<p><u>ANNUAL REPORTS</u></p> <p>Dates: 1976 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: Wanda Gladysz's office</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	
62.	<p><u>BUDGET DOCUMENTS</u></p> <p>Dates: 1981 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: Wanda Gladysz's office</p> <p>Recommendation: Retain 2 years after acceptance of budget and dipose of.</p>	
53.	<p><u>QUARTERLY REPORTS</u></p> <p>Dates: 1981 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by quarter Location: Wanda Gladysz's office</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	

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64.	<p><u>MONTHLY EXPENDITURE REPORTS</u></p> <p>Dates: 1981 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by month Location: Wanda Gladysz's office - Budget</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
65.	<p><u>INVENTORY SHEETS</u></p> <p>Dates: 1982 - Volume: 2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by year Location: Wanda Gladysz's office 0341429 - Budget</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
66.	<p><u>WARRANTS FOR COLLECTION</u></p> <p>Dates: 1973 - Volume: 12 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Numerical by warrant number Location: 034212 Wanda Gladysz's office - Budget</p> <p>Recommendation: Retain 7 years and dispose of.</p>	
67.	<p><u>PURCHASE REQUISITIONS & REQUESTS (COPIES)</u></p> <p>Dates: 1981 - Volume: 4 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Numerical by purchase order Location: 034167 Wanda Gladysz's office - Budget</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
68.	<p><u>PAID VOUCHERS (COPIES)</u></p> <p>Dates: 1979 - Volume: 10 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Numerical by voucher number Location: 034132, 034131, 034166 - Budget</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	

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69.	<p><u>FINANCIAL STATEMENTS</u></p> <p>Dates: 1981 - Volume: 2 1/2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by year Location: 034160 - Budget</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	
70.	<p><u>SUB ORDERS (COPIES)</u></p> <p>Dates: 1979 - Volume: 4 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Numerical by order number Location: 034167 - Budget</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
71.	<p><u>MAYOR'S MONTHLY REPORT</u></p> <p>Dates: 1980 - Volume: 2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by month Location: Budget - 034167</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
72.	<p><u>PAYROLL REGISTER</u></p> <p>Dates: 1970 - Volume: 40 cu. ft. Annual Accumulation: 2 3/4 cu. ft. Arrangement: Chronological by date Location: Jardine Water Plant, Room 1118 Door 4110, Water Purification</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	

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73.	<p><u>REQUISITIONS (COPY)</u></p> <p>Dates: 1966 - Volume: 60 cu. ft. Annual Accumulation: 3 1/2 cu. ft. Arrangement: Chronological by date Location: Jardine Water Plant, Room 1118 Door 4110, Water Distribution</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
74.	<p><u>INVOICES (COPY)</u></p> <p>Dates: 1975 - Volume: 33 cu. ft. Annual Accumulation: 3 1/2 cu. ft. Arrangement: Chronological by date Location: Jardine Water Plant, Room 1118 Door 4110, Water Purification</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
75.	<p><u>LEDGER - PROPERTY & EQUIPMENT</u></p> <p>Dates: 1954 only Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date Location: Jardine Water Plant, Room 1118, North wall</p> <p>Recommendation: Retain 7 years following date of last entry and dipose of if audited.*</p> <p style="text-align: center;">-----</p>	

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	<p>Some records contained on this application are subject to state and/or federal audits. If that is the case the retention period will be followed by this symbol * . The audit clause which applies in this case is as follows.</p> <p>Provided audit completed according to Illinois Revised Statutes 1983, Chapter 24, Article 8, Division 8.</p> <p>Some records contained on this application are to be retained permanently. However, the original records may be disposed of if microfilmed in accordance with the regulations and standards of the Local Records Act, and providing the microfilm is retained permanently. If that is the case the retention period will be listed as "Retain permanently." followed by this symbol + . If microfilming is not an option, the retention period will be listed as "Retain permanently."</p> <p>Unless otherwise noted, all of the records listed in this section are located at City Hall, 121 N. LaSalle St.</p> <p style="text-align: center;"><u>CONTRACT RECORDS</u></p>	
76.	<p><u>METER SURVEY'S (WORKSHEET)</u></p> <p>Dates: 1980 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date Location: Contracts</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
77.	<p><u>SPECIFICATIONS, PROPOSAL FOR WATER USEAGE - BLUEPRINTS</u></p> <p>Dates: 1980 - Volume: 2 1/2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Numerical by specification number Location: Contracts</p> <p>Recommendation: Retain permanently.+</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
78.	<p><u>ANNUAL AUDIT REPORT (COPIES)</u> For water useage of Department of Transportation allocation with state</p> <p>Dates: 1977 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: Contracts</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
79.	<p><u>MONTHLY USEAGE OF WATER IN CHICAGO & SUBURBAN DEPARTMENT OF TRANSPORTATION ALLOCATION WITH STATE (COPIES)</u></p> <p>Dates: 1977 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by month Location: Contracts</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
80.	<p><u>WATER SUPPLY CONTRACTS WITH SUBURBAN ENTITIES (COPIES)</u></p> <p>Dates: 1979 - Volume: 5 1/2 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Alphabetical by name Location: Contracts</p> <p>Recommendation: Retain for life of contract and dispose of.</p>	
81.	<p><u>CONTRACT PLANS FOR THE SOUTH DISTRICT FILTRATION PLANT</u></p> <p>Dates: 1938 - Volume: 2 1/2 c. ft. Annual Accumulation: Negligible Arrangement: Chronological by date Location: Jardiné Water Plant, Room 1118 Door 4110, Engineer's file</p> <p>Recommendation: Retain permanently.+ -----</p>	

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Table with 3 columns: ITEM NO., DESCRIPTION OF ITEMS OR RECORD SERIES, ACTION TAKEN. Contains entries 82 and 83 regarding reports and summaries.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
84.	<p><u>SUMMARY REPORTS ON ACCOUNTING & PROCUREMENT</u></p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by month</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	
85.	<p><u>APPROPRIATION STATUS REPORT</u> Computer printout</p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain 60 days and dispose of.</p>	
86.	<p><u>PROJECT STATUS REPORTING SYSTEM</u> Specifications, drawings, review reports</p> <p>Dates: 1979 - Volume: 15 cu. ft. Annual Accumulation: 3 cu. ft. Arrangement: Chronological by year</p> <p>Recommendation: <u>SPECIFICATIONS, DRAWINGS</u>: Retain permanently.+ <u>REMAINDER OF FILE</u>: Retain 10 years following completion of project and dispose of.</p>	
87.	<p><u>MONTHLY SUMMARIES - COPIES</u></p> <p>Dates: 1977 - 1982 Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by month</p> <p>Recommendation: Accumulation may be disposed of.</p>	
88.	<p><u>DAILY REPORTS FROM FILTRATION PLANT</u> Copies</p> <p>Dates: 1982 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day</p> <p>Recommendation: Retain 60 days and accumulation may be disposed of.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
89.	<p><u>BUDGET WORKSHEET</u></p> <p>Dates: 1978 - Volume: 2 1/2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by year</p> <p>Recommendation: Retain 2 years following acceptance of budget and dispose of.</p>	
90.	<p><u>PURCHASE REQUISITION & SUBORDER</u> Copies</p> <p>Dates: 1981 - Volume: 2 1/2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Numerical by purchase order number</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
91.	<p><u>CONSTRUCTION FILES</u> Specifications, contracts, drawings</p> <p>Dates: 1980 - Volume: 4 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Alphabetical by name</p> <p>Recommendation: Retain permanently.+</p>	
92.	<p><u>WATER PURIFICATION SUMMARY OF CHEMICAL TREATMENT</u></p> <p>Dates: 1982 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain 10 years and dispose of.</p>	
93.	<p><u>INQUIRIES TO LIBRARY FOR INFORMATION</u></p> <p>Dates: 1983 - Volume: 1/2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by date</p> <p>Recommendation: Retain 2 years and dispose of.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
94.	<p><u>CORRESPONDENCE</u> Memos, letters</p> <p>Dates: 1980 - Volume: 5 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Alphabetical by subject</p> <p>Recommendation: Purge files annually of all non-essential materials & dispose of when administrative use is complete. Files must be weeded so that records having legal, historical, or administrative use are retained.</p>	
95.	<p><u>ANNUAL REPORTS - ORIGINAL</u></p> <p>Dates: 1944 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain 7 years and dispose of.</p>	
96.	<p><u>WARRANT - (COPIES) - ISSUE OF PAYMENT</u></p> <p>Dates: 1970 - Volume: 3 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by warrant number</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
97.	<p><u>VOUCHERS - COPIES - COMMONWEALTH EDISON</u></p> <p>Dates: 1970 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by voucher number</p> <p>Recommendation: Retain 2 years and dispose of if audited.* Files must be weeded so that records having legal, historical, or administrative use are</p>	
98.	<p><u>PROGRAMS - BLOOD MOBILE OR SHOE MOBILE, FOOD DRIVE</u></p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by program</p> <p>Recommendation: Retain 2 years and dispose of.</p>	<p>retained.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
99.	<p><u>NEWSPAPER CLIPPINGS</u></p> <p>Dates: 1980 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date</p> <p>Recommendation: Retain 2 years and dispose of. Files must be weeded so that records having legal, historical, or administrative use are retained.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
100.	<p>Some records contained on this application are subject to state and/or federal audits. If that is the case the retention period will be followed by this symbol * . The audit clause which applies in this case is as follows.</p> <p>Provided audit completed according to Illinois Revised Statutes 1983, Chapter 24, Article 8, Division 8.</p> <p>Some records contained on this application are to be retained permanently. However, the original records may be disposed of if microfilmed in accordance with the regulations and standards of the Local Records Act, and providing the microfilm is retained permanently. If that is the case the retention period will be listed as "Retain permanently." followed by this symbol + . If microfilming is not an option, the retention period will be listed as "Retain permanently."</p> <p style="text-align: center;"><u>COMPUTER ROOM</u></p> <p><u>PROGRAM DISCS OF REPORTS FROM FILTRATION PLANT</u> 70 programs - Data processing, collection, supervisory control, water hydraulics, chemical application, pumpage</p> <p>Datse: 1978 - Volume: 7 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Alphabetical by name of program</p> <p>Recommendation: Retain 7 years and dispose of.</p> <p style="text-align: center;">-----</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>Some records contained on this application are subject to state and/or federal audits. If that is the case the retention period will be followed by this symbol * . The audit clause which applies in this case is as follows.</p> <p>Provided audit completed according to Illinois Revised Statutes 1983, Chapter 24, Article 8, Division 8.</p> <p>Some records contained on this application are to be retained permanently. However, the original records may be disposed of if microfilmed in accordance with the regulations and standards of the Local Records Act, and providing the microfilm is retained permanently. If that is the case the retention period will be listed as "Retain permanently." followed by this symbol + . If microfilming is not an option, the retention period will be listed as "Retain permanently."</p> <p>Unless otherwise noted, all of the records listed in this section are located at the Jardine Plant, Accounting & Procurement Section.</p> <p style="text-align: center;"><u>ACCOUNTING & PROCUREMENT</u></p>	
01.	<p><u>PAYMENT OF BILLS (COPIES)</u> CP 45 Form</p> <p>Dates: 1964 - Volume: 7 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by account number Location: 087591</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
02.	<p><u>REQUEST FOR REQUISITION - WPI</u></p> <p>Dates: 1964 - Volume: 29 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by requisition number</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
103.	<p><u>VOUCHERS (COPIES)</u></p> <p>Dates: 1964 - Volume: 32 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Numerical by voucher number</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
104.	<p><u>SUB ORDERS (COPIES)</u></p> <p>Dates: 1964 - Volume: 10 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by sub order number</p> <p>Recommendation: Retain <u>2</u> years and dispose of if audited.*</p>	
105.	<p><u>LEDGERS OF PURCHASE ORDER, PAYROLL, SALARY & WAGES - ACCOUNTS</u></p> <p>Dates: 1964 - Volume: 7 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by activity</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	
106.	<p><u>INVOICES FORM</u> Copies</p> <p>Dates: 1964 - Volume: 5 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by invoice number</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
107.	<p><u>INTER DEPARTMENTAL MATERIAL REQUISITIONS</u> CP-GS-11</p> <p>Dates: 1964 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by requisition number</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	

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108.	<p><u>PROCUREMENT FOR CONTRACTS</u> BWO-2</p> <p>Dates: 1964 - Volume: 7 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by contract name</p> <p>Recommendation: Retain 10 years following completion of terms of contract and dispose of.</p>	
109.	<p><u>EMERGENCY RECEIVING REPORT</u></p> <p>Dates: 1980 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
10.	<p><u>WARRANT FOR COLLECTION</u> 3003</p> <p>Dates: 1982 - Volume: 4 1/2 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Numerical by warrant number</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p> <p style="text-align: center;">-----</p>	

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	<p>Some records contained on this application are subject to state and/or federal audits. If that is the case the retention period will be followed by this symbol * . The audit clause which applies in this case is as follows.</p> <p>Provided audit completed according to Illinois Revised Statutes 1983, Chapter 24, Article 8, Division 8.</p> <p>Some records contained on this application are to be retained permanently. However, the original records may be disposed of if microfilmed in accordance with the regulations and standards of the Local Records Act, and providing the microfilm is retained permanently. If that is the case the retention period will be listed as "Retain permanently." followed by this symbol + . If microfilming is not an option, the retention period will be listed as "Retain permanently."</p> <p>Unless otherwise noted, all of the records listed in this section are located at the Jardine Plant, Payroll and Personnel Section.</p> <p style="text-align: center;"><u>PAYROLL AND PERSONNEL</u></p>	
111.	<p><u>PERSONNEL FILES (PURIFICATION, PUMPING STATION)</u> PER 14 - Application, Salary change, Promotion, Evaluation record</p> <p>Dates: 1950 - Volume: 60 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Active & inactive</p> <p>Recommendation: Retain and transfer to the Department of Personnel upon termination of employment.</p>	
112.	<p><u>COPIES OF PAYROLL</u> Computer run</p> <p>Dates: 1964 - Volume: 7 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year/Numerical by payroll number</p> <p>Recommendation: Retain 60 days and dispose of providing information is retained in some form for 2 years.</p>	
113.	<p><u>COPIES OF TIME ROLLS</u> Computer run</p> <p>Dates: 1964 - Volume: 6 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day</p> <p>Recommendation: Retain 60 days and dispose of providing information is retained in some form for 2 years.</p>	

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114.	<p><u>DAILY TIME SHEETS</u></p> <p>Dates: 1964 - Volume: 10 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
115.	<p><u>PERSONNEL TIME RECORD (INDIVIDUAL)</u></p> <p>Dates: 1964 - Volume: 5 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain permanently.+</p>	
116.	<p><u>ACTIVE PERSONNEL INDEX CARD</u></p> <p>Name, address, phone, Social Security, title</p> <p>Dates: 1957 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name</p> <p>Recommendation: Retain permanently.+</p>	
17.	<p><u>RECORD OF EFFICIENCY - PERSONNEL PERFORMANCE RATING CARDS</u></p> <p>Dates: 1964 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year</p> <p>Recommendation: Retain 5 years and dispose of.</p>	
18.	<p><u>JOB DESCRIPTIONS</u></p> <p>Dates: 1964 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name of position</p> <p>Recommendation: Retain permanently.+ -----</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
190.	<p><u>REINSPECTION RECORD FILE</u> W.D.D. 232 noting violation abated and total remaining -attached original cross connecting (floor, room number, water closets, lavatories), copies of Plumbing Inspection Report - W.D.D. 250 2M</p> <p>Dates: 1952 - Volume: 18 1/4 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by day/Alphabetical by street name Location: 093332, Water Contamination Section, 093331, 093330, 093321, 093327, 093329, 093324, Level 51</p> <p>Recommendation: Retain permanently.+</p>	
191.	<p><u>WATER STORAGE HOUSE, SURGE TANK SURVEY, AND BACTERIAL ANALYSIS</u> Yellow card - an inspection card noting relevant location and date of when a water sample was taken and the results of analysis, also, dates of flushing (leaving tanks)</p> <p>Dates: 1962 - Volume: 1/3 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: 093332, 093323, Plumbing Section, Level 51</p> <p>Recommendation: Retain no less than 10 years and dispose of.</p>	
192.	<p><u>INVENTORY OF PUBLIC WATER SUPPLIES</u> P.A. Form 7500-11 (9-74) copy, Name of water utility, owner, predominate characteristics, source of water, intake location & treatment data-copies, attached: Foreman's Daily New Work Report</p> <p>Dates: 1977 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: 093325, Plumbing Section, Level 51</p> <p>Recommendation: Retain 5 years and dispose of.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
193.	<p><u>WATER CONTAMINATION PREVENTION SURVEY</u> Original W,D,D, 544</p> <p>Dates: 1982 - 1983 Volume: 1 1/2 cu. ft. Annual Accumulation: 3/4 cu. ft. Arrangement: Chronological by day Location: P.C.A. 093325, Level 51</p> <p>Recommendation: Retain 5 years and dipose of if audited and no litigation is pending.*</p>	
194.	<p><u>ADMINISTRATIVE MONTHLY STATUS REPORTS</u> Underground leakage, status reports-monthly-copies - Memo letter form, summary of the activities of Plumbing Inspection assigned to Water Contamination Prevention for the month</p> <p>Dates: 1945 - Volume: 3 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by month Location: 56-58B vault, P.C.N. 092496, Level 51 Engineering Section, 093329</p> <p>Recommendation: Retain 2 years and dispose of if audited and no litigation is pending.*</p>	
195.	<p><u>RETURN RECEIPT, REGISTERED, INSURED AND CERTIFIED MAIL</u> PS Form 3811, Green card original Dec. 1980, Instructions to delivering employee - C55-16-71548-10GPO original, return receipt - Form 3811</p> <p>Dates: 1944 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: 093329, Level 51</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
196.	<p><u>QUARTERLY REPORTS</u> Cross connections Water Contamination Prevention (covers 3 months)</p> <p>Dates: 1963 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by month Location: 093329, Plumbing Section, Level 51</p> <p>Recommendation: Retain 10 years and dispose of if audited and no litigation is pending.*</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
197.	<p><u>PLUMBING INSPECTOR'S REPORT</u> W.D.D. 250 2M copy - number of violations with remarks regarding water contamination</p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by day Location: P.C.N. 093332, Water Contamination Section, Level 51</p> <p>Recommendation: Retain 2 years and dispose of if no litigation is pending.*</p>	
198.	<p><u>FIRE FLUSHES FILE</u> Flushing Survey - Cross connections, listing number of violations of Fire Pump test - sludge, overflow, connections, Letter certifying when the fire pump has been tested -copy, letter of notification to begin flushing operation</p> <p>Dates: 1975 - Volume: 4 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Alphabetical by street name Location: P.C.N. 093327 of Plumbing Section, Water Contamination Section. Level 51</p> <p>Recommendation: Retain 10 years and dispose of.</p>	
199.	<p><u>ABATED STREETS CARD FILE</u> An index card with street address, date of notification, date of abatement, number of violations</p> <p>Dates: 1953 only Volume: 2 cu. ft. Annual Accumulation: None Arrangement: Alphabetical by street name Location: Level 51 Plumbing Section, next to 093332</p> <p>Recommendation: <u>INDEX CARDS:</u> Accumulation may be disposed of.</p>	
200.	<p><u>PLUMBING INSPECTOR'S REPORT OF ORIGINAL SERVICE PIPE SURVEY</u> (No form number.) Copy noting home number, street, report regarding service, valve, walks, basements, vaults, size of new main, taps, and new service</p> <p>Dates: 1982 - Volume: 2 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Alphabetical by street name/Chronological by month Location: 093338 Utilities (of Plumbing Section), Level 51</p> <p>Recommendation: Retain 10 years and dispose of if audited and no litigation is pending.*</p>	

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201.	<p><u>INSPECTION CARD, PREMISES INSPECTION CARD, PERMIT TO CONNECT WITH SERVICE PIPE</u></p> <p>Form W.D.D. 946, Form W.D.D, 309 40M, duplicate W&S-406B</p> <p>Dates: 1982 - Volume: 66 cu. ft. Annual Accumulation: 33 cu. ft. Arrangement: Alphabetical by street name Location: Central Inspection, Level 51 North wall</p> <p>Recommendation: Retain permanently.+</p>	
202.	<p><u>PERMIT TO CONNECT WITH SERVICE PIPE</u></p> <p>W&S 406B duplicate</p> <p>Dates: 1982 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by street name Location: General Inspection Division of Plumbing Section, North wall Level 51</p> <p>Recommendation: Retain 5 years and dispose of.</p>	
203.	<p><u>10-DAY NOTICE REPORTS</u></p> <p>(370 Form W.S. & B.W.P. 37A xerox copy, overlay on Plumbing Inspector's Report)</p> <p>Dates: 1983 - Volume: 1/4 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical/Numerical by street name Location: D.C.N. 093315, Chief Plumbing Inspection, Level 51</p> <p>Recommendation: Retain 3 years and dispose of if audited and no litigation is pending.*</p>	

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204.	<p><u>SUBURBAN WATER SUPPLY METER READINGS FOR 1973</u> Copies - showing consumer, location, meter number, reading in pounds per square inch</p> <p>Dates: 1973 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by day Location: 092493, Engineering Division, Level 51</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	
205.	<p><u>FLOW AND PRESSURE FILE</u> 24 hour flow record, 15 day flow records on towns, villages, etc., flow pressure charts and graphs - 24 hour readings - copy of these, atlas pages with telephones of results of tests</p> <p>Dates: 1946 - Volume: 3 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by atlas page/Chronological by day Location: 092599, 092373, 095596, 092493, Level 51</p> <p>Recommendation: Retain permanently.+</p>	
206.	<p><u>PLUMBING CONTRACTORS BLUEPRINTS OF THE WORK PERFORMED</u> Approved and constructed - considered originals - of Plumbing System</p> <p>Dates: 1980 - Volume: 60 cu. ft. Annual Accumulation: 12 cu. ft. Arrangement: Chronological by month Location: Room 2022, Level 25</p> <p>Recommendation: Retain permanently.+</p>	

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207.	<p><u>DIRECT CONNECTION SUBURBAN METER VAULTS INFORMATION</u> Meter vault location, meter vault information - blue line copies of vaults showing reducers, pressure control valves, testing meters, brochure information on meters - copies, plats of survey</p> <p>Dates: 1965 - Volume: 14 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by suburb's name Location: P.C.W. 092491, Level 51, Engineering Division 092493, 092494, 092496</p> <p>Recommendation: Retain permanently.+</p>	
208.	<p><u>METER LOCATION READING CARD</u> Form 561 Original in pencil</p> <p>Dates: 1973 - Volume: 1 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Alphabetical by consumers street number and name/Chronological by month Location: 092493, 092496, Level 51 Engineering Division</p> <p>Recommendation: Retain permanently.+</p>	
209.	<p><u>METER READING CARD</u> 118 Form W.D.D. 904 5M 7-62</p> <p>Dates: 1963 - Volume: 1 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Numerical by truck number/Chronological by year Location: 092486 2nd aisle, 56-58B vault, Level 00 basement</p> <p>Recommendation: Retain 5 years following completion and dispose of.</p>	

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210.	<p><u>FIELD BOOKS</u> Original pencil notes of work done, plus labor and equipment used - Also, call Engineers Journals listing meter pressure rates and time data</p> <p>Dates: 1963 - Volume: 2 1/4 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name of job/Chronological by day Location: Vault 56-58B, 2nd aisle from south wall, 092486, 092493, Level 51, 092494</p> <p>Recommendation: Retain permanently.+</p>	
211.	<p><u>ORDINANCE, GRANT OF EASEMENT</u> Copies - Contracts, specifications and contract documents (Form EP 32,10-67)</p> <p>Dates: 1964 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Filed by subject Location: 56-58B vault, Level 00, 092596, 092492, 092494, Level 51</p> <p>Recommendation: Retain permanently.+</p>	
212.	<p><u>METER HAS BEEN INSTALLED</u></p> <p>Dates: 1984 - Volume: 6 cu. ft. Annual Accumulation: 6 cu. ft. Arrangement: Alphabetical by street name Location: Chief Plumbing Section, Level 51</p> <p>Recommendation: Retain 5 years and dispose of.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
213.	<p><u>FOREMANS DAILY NEW WORK REPORT</u> Form WDDFR3 ink original and copies</p> <p>Dates: 1972 - Volume: 113 cu. ft. Annual Accumulation: 4 cu. ft. Arrangement: Chronological by day/Numerical by order number Location: Atop 092435, Vault 56-58, southside of 4th aisle, west end and north side of aisle 5, Level 00 Basement</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
214.	<p><u>METER INSTALLATION INDEX FILE</u> Now obsolete - with meter number</p> <p>Dates: 1963 only Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by street name and district Location: P.C.N. 091416, 091417, 51st level, Plumbing Section</p> <p>Recommendation: Accumulation may be disposed of.</p>	
215.	<p><u>ENGINEERS DRAWINGS-BLUE-LINE REPRODUCTIONS</u> Not original - on yellow paper</p> <p>Dates: 1966 - Volume: 26 cu. ft. Annual Accumulation: 1 1/2 cu. ft. Arrangement: Numerical by order number/Chronological by year Location: 56-58 vault, on cabinet next to skid 2nd aisle, skid before 4th aisle, north side of 4th aisle, Level 00 Basement</p> <p>Recommendation: Retain permanently.+</p>	
216.	<p><u>JOURNAL</u> Original - pencil - daily</p> <p>Dates: 1962 - Volume: 2 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological by day Location: Lowest shelf, end of aisles 3 & 4, vault 56-58B, Level 00 Basement</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
217.	<p><u>PHOTOGRAPHY (OF SPECIMENS)</u> i.e. of immersion test specimens</p> <p>Dates: 1957 - Volume: 5 cu. ft. Annual Accumulation: Negligible Arrangement: None Location: Attic, South Water Filtration Plant, Cheltam Place, Chicago</p> <p>Recommendation: Retain permanently.+</p>	
218.	<p><u>METER INSTALLATION ORDER</u> 118 W.S. & W.D.D. 711A 10MSck 14.95 Blue duplicate</p> <p>Dates: 1964 - Volume: 1 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by street name Location: 091416, 091420, Level 51, Chief Plumbing Inspection</p> <p>Recommendation: Retain 5 years and dispose of if audited.*</p>	
219.	<p><u>ORDER FILE</u> Foreman's report to superintendent of water pipe extension, completed work report (118 Form P.W.B.-452 10M 1-39), recommendation for cutting of water service (PWB 228 10M 8-29 417), estimate and actual cost sheet (PWB 461 5M 7-30 12952240)</p> <p>Dates: 1912 - Volume: 138 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Numerical by order number Location: Vault 56-58B, Boxes on south wall, 2nd aisle in cabinet next to skid, Level 00</p> <p>Recommendation: Retain 5 years and dispose of if audited.*</p>	

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220.	<p><u>A STUDY OF THE METERED CONSUMPTION OF WATER FOR A FIVE YEAR PERIOD</u></p> <p>Dates: 1959 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: West wall, middle shelf - end of aisles 3 & 4, Vault 56-58B, Level 00 Basement</p> <p>Recommendation: Retain 1 copy permanently.+</p>	
221.	<p><u>CUT & SEALS FILE</u></p> <p>Labor location and description of work (Form W & S, WDD number 413) Material and equipment (W,S, & WDD 473A), Foreman's daily new work report (Form WDD-FRP)</p> <p>Dates: 1977 - Volume: 35 1/2 cu. ft. Annual Accumulation: 8 cu. ft. Arrangement: Chronological bi monthly Location: Aisle 4, south side; north side of aisle 4, vault 56-58B</p> <p>Recommendation: Retain 5 years and dsipose of.</p>	
222.	<p><u>PERMIT</u></p> <p>Form S & S-5220-04.16 pink duplicate</p> <p>Dates: 1967 - 1978 Volume: 10 1/2 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Numerical by street number/Chronological by year Location: Atop cabinet next to skid, 2nd aisle, 56-58 vault, North side of 3rd aisle, Level 00 basement</p> <p>Recommendation: Retain 5 years following expiration of permit and dispose of.</p>	
223.	<p><u>SPECIFICATION FILE</u></p> <p>Request for sub order (letter copy), sales order contract (duplicate, unsigned), correspondence related to contract & specification (duplicate), interdepartment notice of contract award (Form CP-91)-xerox, proposal, tabulation of bids (xerox copy), specifications and contract documents (CP32, unsigned)</p> <p>Dates: 1957 - Volume: 8 cu. ft. Annual Accumulation: 2 1/2 cu. ft. Arrangement: Numerical by specification number/Chronological by year Location: South side of 4th aisle, vault 56-58B, Level 00 Basement</p> <p>Recommendation: Retain for the life of the contract and dispose of when usefulness to the department is complete.</p>	

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224.	<p><u>ORGANIZATION CHART</u> Possible originals, Wacker Drive lower level column layout parking space, Scottsdale Easement W.D.D. Parking lower level Wacker Drive</p> <p>Dates: 1952 - Volume: 2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by month Location: 56-58B Vault, opposite south wall, Level 00 Basement</p> <p>Recommendation: Retain permanently.+</p>	
225.	<p><u>CONTRACT FILE</u> C.W.188 1M 8-535160) Letter of award of contract - duplicate, Contract notice (Form C.P. 525M duplicate), Specifications and contract documents (Form C.P.32-1 (2)), Unsigned 10MI-154, General condition (C.P. 34-0) Tabulation of bids (C.P.47 2-M duplicate), related correspondence</p> <p>Dates: 1954 - 1977 Volume: 20 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by specification number Location: South side of aisle 4, vault 56-58B, Level 00</p> <p>Recommendation: Retain 10 years following completion of terms of contract and dispose of if audited and no claims or litigation are pending.*</p>	
226.	<p><u>SUBORDER FILE</u> Request for requisition (W & S daily account number 1 ink original), daily summary receiving report (Form CPGS-4 duplicate), request for delivery (orange duplicate), invoices (copies)</p> <p>Dates: 1975 - Volume: 3 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by month Location: South side of 4th aisle, vault 56-58B, Level 00</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	

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227.	<p><u>DAILY RECORD OF COMPLAINTS</u></p> <p>Dates: 1982 Only Volume: 3 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological by month Location: On skid, 2nd aisle, 56-58 vault, North side of 3rd aisle, Level 00</p> <p>Recommendation: Retain 3 years and dispose of.</p>	
228.	<p><u>COMPUTER PRINTOUTS-ANNUAL</u></p> <p>Final reports of appropriation and unencumbered balances as of Dec. 31, 1960</p> <p>Dates: 1960 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: South side of 4th aisle, Level 00, vault 56-58</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	
229.	<p><u>PLANS FOR PROPOSED FEDERAL HIGHWAY</u></p> <p>Final plans for Stony Island & Eden Expressway, Interstate Highway, FAI Rt. 94 Edens Expressway</p> <p>Dates: None Volume: 1/2 cu. ft. Annual Accumulation: None Arrangement: Alphabetical by subject Location: 3rd aisle, atop plat toolcase, vault 56-58 Recommendation: Retain permanently.+</p>	
230.	<p><u>REGISTER OF WATER PIPE EXTENSION</u></p> <p>Advance certification (Form Number 94, original ink)</p> <p>Dates: 1880 - 1969 Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by day Location: Atop cabinet, next to skid, 2nd aisle, 56-58 bault, Level 00</p> <p>Recommendation: Retain permanently.+</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
231.	<p><u>SUBURBAN CONTRACT FILES</u> Water supply contract (Form L.D.O. 171 10M 7-65) (copy, signed), amendment to water supply contract (sealed with original ink signatures), resolution (typed copy, original ink signatures), related correspondence (W.S. & W.D.D. 29 original)</p> <p>Dates: 1948 - Volume: 36 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Alphabetical by name of suburban location Location: Mr. Constantin Kallar, Suburban Section satellite, 092343, 092348, Level 51</p> <p>Recommendation: Retain 10 years following completion of terms of contract and dispose of if audited and no claims or litigation are pending.</p>	
232.	<p><u>RECORD ATLAS OF THE MORGAN PARK WATER SYSTEM</u></p> <p>Dates: 1895 only Volume: 1/2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by year Location: West between 3rd and 4th aisle, vault 56-58B, Level 00 Basement</p> <p>Recommendation: Retain permanently.+</p>	
233.	<p><u>COMPENDIUM OF INFORMATION ON SUBURBAN MUNICIPALITIES AND OTHER SELECTED CONSUMERS</u> Supplied by the Water Distribution Division</p> <p>Dates: 1964 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: 092494, Level 51, Engineering Section North wall</p> <p>Recommendation: Retain permanently.+</p>	
234.	<p><u>INSPECTOR'S REPORT</u> Form W.D.D. 502M original), Hydrant inspection report, a request for hydraulic test</p> <p>Dates: 1973 - Volume: 8 cu. ft. Annual Accumulation: 7 1/2 cu. ft. Arrangement: Chronological by day Location: Level 00 Basement, 56-58B Vault, W. Wall, north side of 3rd aisle on top of cabinet</p> <p>Recommendation: Retain 5 years and dispose of if no litigation is pending.</p>	

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235.	<p><u>REQUEST FOR REPAIRS</u> Form W.D.D. WLC-11963 xerox copies, request for meter repairs (Suburban Water Supply Section to Water Meter Division)</p> <p>Dates: 1973 - Volume: 2 1/2 cu. ft. Annual Accumulation: 1 1/4 cu. ft. Arrangement: Numerical by order number/Chronological by year Location: South side of aisle 4, vault 56-58, Level 00 Basement</p> <p>Recommendation: Retain 3 years and dispose of.</p>	
236.	<p><u>LEAK DESK DAILY DATA SHEET</u></p> <p>Dates: 1969 - Volume: 32 cu. ft. Annual Accumulation: 4 1/2 cu. ft. Arrangement: Chronological by day and year Location: Aisle 3, 56-58 Vault, North shelves-Aisle 3, south side of aisle 4, Level 00 Basement</p> <p>Recommendation: Retain 5 years and dispose of.</p>	
237.	<p><u>LEAK DESK LOG BOOK</u> Original ink</p> <p>Dates: 1969 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by day Location: Aisle 3, Vault 56-58, vault in north shelving of aisle 3, Level 00 Basement</p> <p>Recommendation: Retain 7 years and dispose of.</p>	
238.	<p><u>WATER PRESSURE CONTOUR MAP</u> Pressure locations at fire houses of Chicago and outerlying regions, Kirk's map of Chicago and suburban (xerox of outside publication), maps of the Wards of the City of Chicago</p> <p>Dates: 1953 - Volume: 2 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Level 51, North side of Engineering Section, 092493, atop 092492, E. Wall of Engineering Division, Instrumentation & R & D Laboratory</p> <p>Recommendation: Retain permanently.+</p>	

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239.	<p><u>REFERENCE ATLAS</u> Chicago Water System map</p> <p>Dates: 1958 - Volume: Negligible Annual Accumulation: Negligible Arrangement: None Location: 56-58B Vault, atop cabinets 2nd aisle, Engineering Division, Level 51</p> <p>Recommendation: Retain permanently.+</p>	
240.	<p><u>LEAK DESK DAILY SHEETS</u></p> <p>Dates: 1969 - 1977 Volume: 4 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by day Location: On skid 2nd aisle, 56-58 vault, Level 00 Basement</p> <p>Recommendation: Accumulation may be disposed of.</p>	
241.	<p><u>TIME ROLL RECORD</u> Original ink - Form number W.D.D. 33A-Engineering</p> <p>Dates: 1966 only Volume: 1 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological by day Location: North side of aisle 4, vault 56-58B, Level 00 Basement</p> <p>Recommendation: Accumulation may be disposed of.</p>	
242.	<p><u>PAYROLL VOUCHERS/PAYROLL CHANGES</u></p> <p>Dates: 1978 - 1982 Volume: 2 1/2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological bi monthly/Numerical by payroll number Location: South side of aisle 4, vault 56-58B, Level 00 Basement</p> <p>Recommendation: Accumulation may be disposed of.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
243.	<p><u>ORDER FILE</u> Street and construction maps, cost estimation, daily worksheets (118 Form P.W.E.5305M), correspondence (duplicate), assistant foreman's daily report (P.W.E. 389 975 duplicate books 1-48), foreman's daily new work report, duplicate, WDD-FR3 Dates: 1914 - 1968 Volume: 524 cu. ft. Annual Accumulation: 9 3/4 cu. ft. Arrangement: Numerical by order number Location: Opposite south wall, 56-58 vault, P.C.N.092403-092419, N. District 092425, aisle 2 atop flag book case, atop 092445, south and north sides of aisle 4, Level 00 basement Recommendation: Retain permanently.+</p>	
244.	<p><u>RESEARCH RECORDS AND REPORTS</u> Computer output, digital computer analysis of pressure drops and flow distribution Dates: 1968 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: 56-58B vault, West wall, Level 00 Recommendation: Retain one copy permanently.+</p>	
245.	<p><u>EQUIPMENT</u> Labor hour sheet - original Dates: 1976 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Vault 56-58 above 092435, Level 00 Basement Recommendation: Retain 7 years and dispose of if audited.*</p>	

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246.	<p><u>REPORT OF U.S. SAVINGS BONDS ISSUED</u> Form 569 Rev 65 - Ink signature of person receiving bond</p> <p>Dates: 1980 only Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: Vault 56-58B on skid, lower Level 00 Basement</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	
247.	<p><u>INFORMATION FILE</u> Summary of construction projects (Approved but not started), Job progress reports (monthly actual costs to date), correspondence copies</p> <p>Dates: 1967 - 1974 Volume: 30 cu. ft. Annual Accumulation: 4 cu. ft. Arrangement: Filed by Engineering secretary's name/Chronological by year Location: Vault 56-58B, South wall</p> <p>Recommendation: Retain 10 years and dispose of.</p>	
248.	<p><u>MICROFILMED - CHECK & STUB</u></p> <p>Dates: 1977 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Water Collation</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
249.	<p><u>UNIT CARDS</u> Certain notes, meter changes</p> <p>Dates: 1977 - Volume: 128 cu. ft. Annual Accumulation: 18 cu. ft. Arrangement: Numerical by meter number Location: 082269 - 082276</p> <p>Recommendation: Retain 5 years and dispose of.</p>	

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250.	<p><u>MARINE COASTAL WEATHER LOG</u> NOAA Form 72-5A</p> <p>Dates: 1972 - Volume: 1/2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by day Location: Kept at desk on 68th street, Lake Michigan, Chicago, IL</p> <p>Recommendation: Retain permanently.+</p>	
251.	<p><u>LOG SHEET</u></p> <p>Dates: 1967 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by month Location: Storage room, 68th street on Lake Michigan</p> <p>Recommendation: Retain permanently.+</p>	
252.	<p><u>LOG SHEET</u></p> <p>Dates: 1974 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by month Location: Kept at desk on crib, The Harrison Crib, Lake Michigan</p> <p>Recommendation: Retain permanently.+</p>	
253.	<p><u>CAUSTIC SODA STORAGE</u></p> <p>Dates: 1975 - 1976 Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Attic storage room, South Filtration Plant</p> <p>Recommendation: Retain 2 years and dispose of providing information is transferred to monthly record.</p>	

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254.	<p><u>FLUORIDE ELEVATION SHEETS</u> Hydrofluosilicic acid storage tank elevations</p> <p>Dates: 1981 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Attic storage room, South Water Filtration Plant</p> <p>Recommendation: Retain 2 years and dispose of providing information is transferred to monthly record.</p>	
255.	<p><u>CHEMICAL INVENTORY SUMMARY</u> Dollars per pound in use for a month - Also, alum inventory and other inventory sheets of various chemicals</p> <p>Dates: 1974 - Volume: 1 1/2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by month Location: Attic storage room, South Water Filtration Plant</p> <p>Recommendation: Retain 3 years and dispose of if audited.*</p>	
256.	<p><u>FUEL OIL STORAGE RECORD</u> 16-816 original - hourly data in Storage location</p> <p>Dates: 1977 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by month Location: Attic storage room, South Water Filtration Plant</p> <p>Recommendation: Retain 3 years and dispose of.</p>	
257.	<p><u>CHLORINE SCALE ROOM</u> Original - chemical data</p> <p>Dates: 1975 - Volume: 2 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological by day Location: Attic storage room, South Water Filtration Plant</p> <p>Recommendation: Retain 2 years and dispose of.</p>	

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258.	<p><u>DATA SHEET</u> Day by hours (F675-A original)</p> <p>Dates: 1977 only Volume: 3/4 cu. ft. Annual Accumulation: 3/4 cu. ft. Arrangement: Chronological by day Location: Attic storage room, South Water Filtration Plant</p> <p>Recommendation: Accumulation may be disposed of.</p>	
259.	<p><u>DAILY REPORT OF LABORER'S TIME</u></p> <p>Dates: 1954 only Volume: 1 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological by day Location: Attic storage room, South Water Filtration Plant</p> <p>Recommendation: Accumulation may be disposed of.</p>	
260.	<p><u>MONTHLY SUMMARY OF OPERATIONS</u></p> <p>Dates: 1976 only Volume: Negligible Annual Accumulation: Negligible Location: Attic storage room, South Water Filtration Plant</p> <p>Recommendation: Accumulation may be disposed of.</p>	
261.	<p><u>BILLS OF LADING</u> Request for delivery, invoices (copies), procurement on contract (W.P. number 2 originals & copies)</p> <p>Dates: 1978 only Volume: 3 1/2 cu. ft. Annual Accumulation: 3 1/2 cu. ft. Arrangement: Chronological by year Location: Attic storage room, South Water Filtration Plant</p> <p>Recommendation: Accumulation may be disposed of.</p>	

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262.	<p><u>PHOTOGRAPHY</u> 8 x 11 inch glossies of Tunnel Connections, reservoir's dwindling water</p> <p>Dates: 1945 - Volume: 1 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological by year Location: Attic storage room, South Water Filtration Plant</p> <p>Recommendation: Retain permanently.+</p>	
263.	<p><u>SUMMARY OF CHEMICAL TREATMENT AND WATER QUALITY</u> Also Supplemental Chemical Laboratory Reports</p> <p>Dates: 1945 - 1954 Volume: 2 1/2 cu. ft. Annual Accumulation: 1/4 cu. ft. Arrangement: Chronological by year Location: Attic storage room, South Water Filtration Plant</p> <p>Recommendation: Accumulation may be disposed of.</p>	
264.	<p><u>PLANS FOR BOILER</u> Blue line reproduction from Engineer</p> <p>Dates: None Volume: 1/2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by year Location: Attic storage room, South Water Filtration Plant</p> <p>Recommendation: Retain for the time of existence of boiler and dipose of.</p>	
265.	<p><u>LABORATORY SAMPLE ANALYSIS DATA</u></p> <p>Dates: 1951 only Volume: 3 cu. ft. Annual Accumulation: 3 cu. ft. Arrangement: Chronological by day Location: Attic storage room, South Water Filtration Plant</p> <p>Recommendation: Accumulation may be disposed of.</p>	

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266.	<p><u>LOW LIFT PUMP DATA SHEET</u> Copies</p> <p>Dates: 1980 only Volume: 2 1/2 cu. ft. Annual Accumulation: 2 1/2 cu. ft. Arrangement: Chronological by day Location: Attic storage room, South Water Filtration Plant</p> <p>Recommendation: Accumulation may be disposed of.</p>	
267.	<p><u>LINE CHARTS - STRIP CHARTS</u></p> <p>Dates: 1968 - Volume: 2 1/2 cu. ft. Annual Accumulation: Arrangement: Location: Attic Storage room, South Water Filtration Plant</p> <p>Recommendation: Retain permanently.+</p>	
268.	<p><u>ADMINISTRATIVE FILES</u></p> <p>Dates: 1945 - Volume: 12 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological by year Location: Attic storage room, South Water Filtration Plant</p> <p>Recommendation: Purge files annually of all non-essential materials & dispose of when administrative use is complete. Files must be weeded so that records having legal, historical, or administrative use are retained.</p>	
269.	<p><u>BOILER ROOM LOG</u> 16-815 - also, Steam Out Meter Reading</p> <p>Dates: 1952 only Volume: 2 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological by day Location: Attic storage room, South Water Filtration Plant</p> <p>Recommendation: Accumulation may be disposed of.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
270.	<p><u>VENTURI READING SHEETS</u> 15-811 original - daily data collected from an instrument that measures flow pressure</p> <p>Dates: 1976 only Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by day Location: Attic storage room, South Water Filtration Plant</p> <p>Recommendation: Accumulation may be disposed of.</p>	
271.	<p><u>TECHNICAL ASSIGNMENTS REPORTS</u> Maintenance manuals (Logs)</p> <p>Dates: 1972 - Volume: 2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by year Location: Attic storage room, South Water Filtration Plant</p> <p>Recommendation: Retain 5 years and dispose of.</p>	
272.	<p><u>GATEHOUSE LOGS</u></p> <p>Dates: 1974 - 1978 Volume: 2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by year Location: Attic storage room, South Water Filtration Plant</p> <p>Recommendation: Retain 10 years and dispose of.</p>	
273.	<p><u>PLAN OF SEWER SYSTEM</u> Street maps, original, also S.E. 1/4 Section 5 3914 - For street grade see Grade Atlas (called Statement as to Paving)</p> <p>Dates: 1967 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Filed by Secretary's name Location: Vault 56-58B, South Wall (involved vacation file)</p> <p>Recommendation: Retain permanently.+</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
274.	<p><u>PLAT</u> Showing proposed vacation, photocopies</p> <p>Dates: 1948 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Filed by secretary's name Location: Vault 56-58B, south wall, information file</p> <p>Recommendation: Retain permanently.+</p>	
275.	<p><u>LETTER OF AUTHORIZATION TO REPRESENT INTERESTS</u> Ink signed to employ a legal firm - Opinion of the court - P.W.F.114 10M 8-50</p> <p>Dates: 1949 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: In green cabinet, south side of aisle 5, vault 56-58B, Level 00</p> <p>Recommendation: Retain permanently.+</p>	
276.	<p><u>LINE COPY FILE</u> Request for field inspection of subject water main (copies of memos, proposals of vacations in letter form</p> <p>Dates: 1972 - Volume: 29 1/2 cu. ft. Annual Accumulation: 4 cu. ft. Arrangement: Chronological by day Location: Vault 56-58B, southwall, atop 092431-092435, north side of aisle 3, Engineering office, Level 51, 092901-092903</p> <p>Recommendation: Retain 10 years and dispose of.</p>	
277.	<p><u>YELLOW COPIES FILE</u> Correspondence on various subjects with summaries of costs, information and identifications of proposed vacations, outlets, etc.</p> <p>Dates: 1967 - Volume: 41 1/2 cu. ft. Annual Accumulation: 2 1/2 cu. ft. Arrangement: Chronological by day/Filed by subject Location: South wall, vault 56-58B, atop 092425, 092426, 092429, 092430, 092433, 092434, 092436, 092439, north side of aisle 3, south side of aisle 4, Engineering office, Level 51, P.C.W. 092901, 092902, 092903</p> <p>Recommendation: Retain 2 years and dispose of if audited.* Files must be weeded so that records having legal, historical, or administrative use are retained.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
278.	<p><u>NOTIFICATION OF AN OPENING FOR REPAIR IN THE PAVEMENT</u> Form SE 548 100 BKS 4-5 original, ink - plus sheet logging permit numbers, location, opening, size and present condition</p> <p>Dates: 1957 only Volume: 4 cu. ft. Annual Accumulation: 4 cu. ft. Arrangement: Chronological by day Location: North side of aisle 3, 56-58 vault, Level 00 Basement</p> <p>Recommendation: Retain 5 years and dispose of.</p>	
279.	<p><u>HIRED EQUIPMENT VOUCHER</u> Form number B.W.D.H.E. original</p> <p>Dates: 1981 - 1982 Volume: 7 1/2 cu. ft. Annual Accumulation: 5 cu. ft. Arrangement: Chronological by month Location: South side of aisle 4, vault 56-58B, Level 00</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	
280.	<p><u>DATA PROCESSING DOCUMENT - ANNUAL</u> Summation of special accounts</p> <p>Dates: 1980 - 1981 Volume: 1 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by year Location: P.C.N. 092496, Engineering Division, Level 51</p> <p>Recommendation: Retain 7 years and dispose of.</p>	
281.	<p><u>USAGE REPORTS</u> Stock report of pipe yard consumption record - original pencil</p> <p>Dates: 1973 - 1979 Volume: 3 cu. ft. Annual Accumulation: 1/3 cu. ft. Arrangement: Chronological by year Location: On skid, aisle 2, 56-58 vault, south side of aisle 4, Level 00</p> <p>Recommendation: Accumulation may be disposed of.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
282.	<p><u>DAILY LOG OF WATER PRESSURE</u> Original, ink, telephone survey - Summation of pressures at many different points and the average pressure</p> <p>Dates: 1969 only Volume: 1/2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by day Location: Aisle 2, vault 56-58B, Basement Lower Level</p> <p>Recommendation: Accumulation may be disposed of.</p>	
283.	<p><u>PURCHASE ORDER</u> Rediform IH133 duplicate in small blue book</p> <p>Dates: 1971 - 1973 Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: Vault 56-58B, 092486, aisle 2, basement Level 00</p> <p>Recommendation: Accumulation may be disposed of.</p>	
284.	<p><u>LOCATION PLAN BLUEPRINTS</u> Plans and estimates of cost (Engineering)</p> <p>Dates: 1923 - Volume: 4 1/2 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Numerical by estimate number/Alphabetical by subject file Location: 644B, 56-58B vault, basement Level 00, 643D, 644A</p> <p>Recommendation: Retain permanently.+</p>	
285.	<p><u>ENGINEERS FILE</u> Bids for the material and construction of sewers special notice, minutes of the Executive Committee of the Board of Underground Work of Public Utilities of Chicago</p> <p>Dates: 1930 - 1933 Volume: 1/4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: 64413, 56-58B, Level 00 Basement</p> <p>Recommendation: Retain permanently.+</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
286.	<p><u>PHOTOGRAPHS OF VARIOUS ENGINEERING WORK LOCATIONS ON RESEARCH SITES</u></p> <p>Dates: 1976 - Volume: 1/4 cu. ft. Annual Accumulation: Negligible Arrangement: By name and street address label Location: Aisle 2 from S. wall, 56-58 atop plat bookcase, Level 00 Basement</p> <p>Recommendation: Retain permanently.+</p>	
287.	<p><u>INVENTORY SHEET</u></p> <p>Form C. O.225A 15M 11-64) duplicate, newer form C.P. 6S13</p> <p>Dates: 1967 - 1977 Volume: 3 1/2 cu. ft. Annual Accumulation: 1/3 cu. ft. Arrangement: Chronological by month Location: P.C.N. 092486, aisle 2, 56-58 vault, Lower Level 00 of basement</p> <p>Recommendation: Accumulation may be disposed of.</p>	
288.	<p><u>UNIT STOCK RECORD</u></p> <p>Form CP-6S-12 green original card</p> <p>Dates: 1968 - 1974 Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by stock purchases Location: P.C.N. 092486, 56-58 vault, Lower level 00 Basement</p> <p>Recommendation: Accumulation may be disposed of.</p>	
289.	<p><u>GROSS EARNINGS TAX WITHHOLDINGS AND BOND DEDUCTIONS</u></p> <p>Computer printout</p> <p>Dates: 1979 only Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: Aisle 2, on skid, 56-58 vault, Level 00 Basement</p> <p>Recommendation: Accumulation may be disposed of.</p>	

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290.	<p><u>REQUISITION TO ISSUE PERMITS TO WATER DISTRIBUTION DIVISION</u> Duplicate, 83 Form WSE WDD 397 50 BKS 3-60</p> <p>Dates: 1942 - 1973 Volume: 10 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Numerical by requisition number/Chronological by year Location: Vault 56-58B, south wall, aisle 2 above 092445</p> <p>Recommendation: Accumulation may be disposed of.</p>	
291.	<p><u>METER OBSERVATIONS</u> Form P.W. E 5021M 1-45</p> <p>Dates: 1944 - 1947 Volume: 1/4 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by street name/Chronological by year Location: 56-58B 644B, Lower Level 00 Basement</p> <p>Recommendation: Accumulation may be disposed of.</p>	
292.	<p><u>WEEKLY COST SUMMARY</u></p> <p>Dates: 1977 only Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by month Location: On skid, aisle 2, 56-58B vault, Level 00 beneath basement</p> <p>Recommendation: Accumulation may be disposed of.</p>	
293.	<p><u>PRELIMINARY OVERTIME REPORT</u> Computer printout bi monthly series</p> <p>Dates: 1977 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological bi monthly Location: On skid, aisle 2, vault 56-58, Level 00</p> <p>Recommendation: Retain 60 days and dispose of provided information is retained in some form for 2 years.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
298.	<p><u>LEAK DESK WATER MAIN SHUTDOWNS AND OPEN HYDRANTS</u> Book logging daily locations of shutdown and open hydrants</p> <p>Dates: 1975 - 1982 Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: North side of aisle 3, 56-58 vault, Level 00</p> <p>Recommendation: Accumulation may be disposed of.</p>	
299.	<p><u>PROGRESS REPORTS</u> Job progress report - Engineering Section W.D.P.W.A.O. copies</p> <p>Dates: 1920 - Volume: 32 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by month Location: 56-58B vault, above P.C.N. 092403 - 092419, Level 00</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
300.	<p><u>WEEKLY CONSTRUCTION STATUS REPORTS</u> copies</p> <p>Dates: 1983 - Volume: 1/2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by week Location: 56-58 vault, atop 091175, Level 00</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
301.	<p><u>DAILY TRIP TICKET</u> W & S number SA-6 green original</p> <p>Dates: 1976 - Volume: 1 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Numerical by vehicle number/Chronological by year Location: Vault 56-58B, South wall, Level 00</p> <p>Recommendation: Retain 2 years and dispose of.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
302.	<p><u>REDEVELOPMENT CONTRACT PLANS</u> Project limits and location map (DR number 1-G-18 Sheet Number 1), sewer plans and profiles contract 5-7 (blueprint), paving plans (blueprint) - General plan</p> <p>Dates: 1954 - Volume: 9 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: Vault 56-58B, South wall, Level 00</p> <p>Recommendation: Retain permanently.+</p>	
303.	<p><u>ENGINEER'S AUTHORIZATION FILE</u> Notification to stop using water from city fire hydrants (P.W.E995M 11-16 1479) original - Engineer's correspondence, engineer's drawings - original blue ink, i.e. of installed June 1898 Eddy Valve</p> <p>Dates: 1916 - Volume: 130 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Numerical by engineers file number Location: Vault 56-58B, south wall, Level 00</p> <p>Recommendation: Retain permanently.+</p>	
304.	<p><u>VALVE RECORD</u> Originals, an inspection sheet noting condition of valve, basin and drain</p> <p>Dates: 1974 only Volume: 1 cu. ft. Annual Accumulation: 1 cu. ft. Location: Aisle 2, 56-58 vault, Level 00</p> <p>Recommendation: Accumulation may be disposed of.</p>	
305.	<p><u>DAMAGES FILE</u> Emergency order (Form W&S & W.D.D. 1292M duplicate), complaint ticket (W.S. & W.D.D.466 xerox), emergency complaints (xerox), traffic accident report (CPD22-110 xerox), related correspondence - duplicate, foreman's daily new work report, labor (W&S,W.D.D.413 original)</p> <p>Dates: 1970 - Volume: 16 cu. ft. Annual Accumulation: 1 1/2 cu. ft. Arrangement: Numerical by order number/Chronological by year Location: South side of aisle 4, vault 56-58, Level 00</p> <p>Recommendation: Retain 5 years and dispose of if audited and no litigation is pending.*</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
306.	<p><u>ENGINEER'S FILE CARDS</u> Authority cards - originals in pencil - Pipe reference number, from street number to street number, pitometer taps in pipe line - measurement of pressure in pipe line (Form WDD District Planning)</p> <p>Dates: 1960 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: North side of aisle 2, Level 00 Basement, Vault 56-58B</p> <p>Recommendation: Retain permanently.+</p>	
307.	<p><u>CTA & PHONE EXPENSE SHEET FILE</u> Chicago Transit Authority expenditures on official business for the month, expenses of transportation in City Business (copies), phone statement of expense - Account City Business, statement of phone calls made on Account of City Business</p> <p>Dates: 1975 - Volume: 5 1/2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by month Location: Vault 56-58B, South wall, aisle 2 on skid, south side of aisle 4, north side of aisle 4, south side of aisle 5 top of cabinet, south side of aisle 6</p> <p>Recommendation: Retain 7 years and dispose of.</p>	
308.	<p><u>OVERTIME LISTS</u> Duplicate, letter form - Authorized by District Foreman</p> <p>Dates: 1979 - 1981 Volume: 8 cu. ft. Annual Accumulation: 2 1/2 cu. ft. Arrangement: Chronological by day Location: On skid, aisle 2, 56-58 vault, south side of aisle 6, Vault 56-58 B</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
309.	<p><u>MONTHLY TIME BOOKS</u> Engineers in training names log of hours</p> <p>Dates: 1969 - 1979 Volume: 5 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological bi monthly/year Location: 56-58 vault, W. wall, south side of aisle 5, north side of aisle 5</p> <p>Recommendation: Retain 2 years and dispose of if audited *</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
310.	<p><u>REQUISITIONS</u> Originals, 370 Form WDD 397 - To issue permits</p> <p>Dates: 1977 - 1980</p> <p>Volume: 8 cu. ft. Annual Accumulation: 2 1/2 cu. ft. Arrangement: Chronological by day Location: South side of aisle 4, south side of aisle 5, vault 56-58B, Level 00 Basement</p> <p>Recommendation: Accumulation may be disposed of.</p>	
311.	<p><u>MATERIAL REQUISITION</u> Form CP 6S-6 (pink duplicate), also, Daily Summary Receiving Report (CP654P duplicate)</p> <p>Dates: 1971 - 1972 Volume: 6 cu. ft. Annual Accumulation: 3 cu. ft. Arrangement: Chronological by month Location: South side of aisle 6, vault 56-58B, Level 1000 Basement</p> <p>Recommendation: Accumulation may be disposed of.</p>	
312.	<p><u>GRAPHS OF METER FLOW TESTS, PIPING SKETCHES, ETC.</u></p> <p>Dates: 1961 - 1965 Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: Lowest shelf, end of aisles 3 & 4, vault 56-58B, Level 00 Basement</p> <p>Recommendation: Accumulation may be disposed of.</p>	
313.	<p><u>AGREEMENTS</u> Copy, signed</p> <p>Dates: 1970 only Volume: Negligible Annual Accumulation: Negligible Arrangement: None Location: 092373, Level 51, Mr. Al Valukartis's office</p> <p>Recommendation: Retain for term of agreement and dispose of.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
314.	<p><u>INVOICE BILLS FROM ILLINOIS BELL & COMMONWEALTH</u> Copies</p> <p>Dates: 1970 only Volume: 1 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological by month Location: 092599, Level 51, Level 00</p> <p>Recommendation: Accumulation may be disposed of.</p>	
315.	<p><u>INSPECTION REPORTS</u> Plumbing inspector's report (WDD307 original), request inspection card, final notices (duplicate letter), hydrant inspection form (CFD165-A duplicate)</p> <p>Dates: 1975 - Volume: 7 cu. ft. Annual Accumulation: 1 1/2 cu. ft. Arrangement: Alphabetical by street name/Numerical Location: On skid, aisle 2, 56-58 vault, on skid before aisle 4</p> <p>Recommendation: Retain 5 years and dispose of if audited and no litigation is pending.*</p> <p style="text-align: center;">-----</p>	

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	<p>Some records contained on this application are subject to state and/or federal audits. If that is the case the retention period will be followed by this symbol * . The audit clause which applies in this case is as follows.</p> <p>Provided audit completed according to Illinois Revised Statutes 1983, Chapter 24, Article 8, Division 8.</p> <p>Some records contained on this application are to be retained permanently. However, the original records may be disposed of if microfilmed in accordance with the regulations and standards of the Local Records Act, and providing the microfilm is retained permanently. If that is the case the retention period will be listed as "Retain permanently." followed by this symbol + . If microfilming is not an option, the retention period will be listed as "Retain permanently."</p> <p>Unless otherwise noted, all of the records listed in this section are located at 1000 E. Grand, The Jardin Water Purification Plant.</p> <p style="text-align: center;"><u>DEPUTY COMMISSIONER</u></p>	
316.	<p><u>CHECKS - CANCELLED</u> Receipt for petty cash</p> <p>Dates: 1973 - 1975 Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by check number/Chronological by month Location: Room 1118, Center Aisle</p> <p>Recommendation: Accumulation may be disposed of.</p>	
317.	<p><u>ADMINISTRATIVE FILE</u> Reports, rules and regulation manuals, correspondence, manuals, training correspondence, charts, forms, copies of data files</p> <p>Dates: 1956 - Volume: 92 cu. ft. Annual Accumulation: 4 cu. ft. Arrangement: Alphabetical by subject title Location: Room 1118, South wall</p> <p>Recommendation: Purge files annually of all non-essential materials & dispose of when administrative use is complete. Files must be weeded so that records having legal, historical, or administrative use are retained.</p>	

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318.	<p><u>RECORDER WATER PRESSURES DAILY TELEPHONE SURVEY</u> Copy</p> <p>Dates: 1959 - 1968 Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: Room 1118, North wall number 0 (between number 7 and number 8)</p> <p>Recommendation: Accumulation may be disposed of.</p>	
319.	<p><u>PERSONNEL SICK LEAVE & COMPLAINT FILE</u> Letter of authorization for additional sick leave (Form 17 original), Justification of extended sick leave (copy), statement of vacation & sick leave dates (copy)</p> <p>Dates: 1968 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by employee name Location: Room 1118, South Wall, North Wall number 0</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
320.	<p><u>PHOTOGRAPHY</u> Water quality surveillance section, central section, Chicago International Amphitheatre, specimens of cast iron pipes in filtered and chlorinated water</p> <p>Dates: 1956 - 1968 Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: Room 1118, North wall number 8</p> <p>Recommendation: Retain permanently.+</p>	
321.	<p><u>DAILY TIME REPORT FOR EMPLOYEES AT PERMANENT LOCATION</u></p> <p>Dates: 1968 - Volume: 1 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by day Location: Room 1118, South wall</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	

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322.	<p><u>ANALYSIS OF EXPENDITURES</u> Form C.O. 548 Rev 6M5-65 - Computer printout - monthly</p> <p>Dates: 1972 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by month Location: Room 1118, Center Aisle</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
323.	<p><u>TRUCK DATA - PHOTOGRAPH NOTEBOOK</u> Machinery or equipment data</p> <p>Dates: 1964 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: Room 1118, Center Aisle - placed on western file cabinet</p> <p>Recommendation: Retain and dispose of with vehicle.</p>	
324.	<p><u>COMPENDIUM OF INFORMATION ON SUBURBAN MUNICIPALITIES AND OTHER SELECTED CONSUMERS SUPPLIED BY THE WATER DISTRIBUTION DIVISION</u> First Edition</p> <p>Dates: 1964 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by municipality Location: Room 1118, Center Aisle - placed on western file cabinet</p> <p>Recommendation: Retain permanently.+</p>	
325.	<p><u>WARRANT FOR COLLECTION</u> Form 3003-B - file copy</p> <p>Dates: 1972 - 1974 Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: Room 1118, Center Aisle</p> <p>Recommendation: Accumulation may be disposed of.</p>	

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326.	<p><u>A STUDY OF THE METERED CONSUMPTION OF WATER FOR A 5-YEAR PERIOD</u> Includes master plates--railroads, stock yards</p> <p>Dates: 1959 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological Location: Room 1118, Center Aisle - set on western file cabinet</p> <p>Recommendation: Retain 1 copy permanently.+</p>	
327.	<p><u>APPROPRIATION LEDGER</u> 445N & S Form W & S 93 500 5-63 pink original</p> <p>Dates: 1955 - Volume: 5 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by year/bound - daily entries Location: Room 1118, Center Aisle</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	
328.	<p><u>COMPTRROLLER TRIAL BALANCE</u> Updated appropriation ledger balances</p> <p>Dates: 1970 - Volume: 1 1/4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by month Location: Room 1118, Central</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	
329.	<p><u>LETTER OF AUTHORIZATION FOR OVERTIME</u> Overtime letter number 6 original ink</p> <p>Dates: 1971 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Room 1118, Center Aisle</p> <p>Recommendation: Retain 2 years and dispose of.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
330.	<p><u>EMPLOYEE'S AUTOMOBILE USE STATEMENT AND REPORT OF AUTOMOBILE MILEAGE</u> MILG.S. 1 original ink</p> <p>Dates: 1969 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by division name/location - Chronological by month Location: Room 1118, South wall</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
331.	<p><u>VOUCHER, INVOICE, PAYROLL VOUCHER</u> Form 3002B pink duplicate, original from various companies, Bi monthly arrangement (Form W & S 3455M)</p> <p>Dates: 1972 - Volume: 5 cu. ft. Annual Accumulation: 1 1/2 cu. ft. Arrangement: Chronological by day/Alphabetical by company name Location: Room 1118, South wall</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
332.	<p><u>INVOICE</u> CP4560M pink duplicate</p> <p>Dates: 1972 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day/Alphabetical by company name Location: Room 1118, South wall</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
333.	<p><u>SLIDE FILE INDEX</u> Glass slides depicting Chicago's water supply systems, cost of pumping 1,000,000 gallons first high, pressure guage & water supply of early Chicago, water peddler - 1835, Chicago hydrology company - 1840, original municipal water works in service - 1854</p> <p>Dates: 1835 - Volume: 1/2 cu. ft. Annual Accumulation: None Arrangement: Numerical by number Location: Room 1118, South wall</p> <p>Recommendation: Retain permanently.+</p>	

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334.	<p><u>DAILY LAB REPORTS FILE</u> Central Water Filtration Plant daily report to Bureau of Water Operations, Bureau of Water Operations Field Report, Fluoride Application and Analysis Summary (copies), Polymer analysis</p> <p>Dates: 1976 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Room 1118, South wall</p> <p>Redommendation: Retain 10 years and dispose of.</p>	
335.	<p><u>A SUMMARY OF REPORTS OF THE COMMITTEE ON FINANCE TO BE SUBMITTED TO THE CITY COUNCIL ON DEC. 29, 1972</u> Copy</p> <p>Dates: 1972 only Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: Room 1118, South wall</p> <p>Recommendation: Accumulation may be disposed of.</p>	
336.	<p><u>SPECIFICATIONS AND CONTRACT DOCUMENTS, UNSIGNED - TABULATION OF BIDS Form CP 47A), Interoffice communication (duplicate, Form 120)</u></p> <p>Dates: 1971 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: Room 1118, South wall</p> <p>Recommendation: <u>SPECIFICATION (COPY)</u>: Dispose of when usefulness to the department is complete. <u>TABULATION OF BIDS</u>: Retain 2 years and dispose of. <u>COMMUNICATIONS</u>: Purge files annually of all non-essential materials and dispose of when administrative use is complete. Files must be weeded so that records having legal, historical, or administrative use are retained.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
337.	<p><u>AUTHORIZATION OF WATER MAIN</u> Form W.D.D. 4072M</p> <p>Dates: 1971 - Volume: Negligible Annual Accumulation: Negligible Arrangmeent: Chronological by month Location: Room 1118, South wall</p> <p>Recommendation: Retain 5 years and dispose of.</p>	
338.	<p><u>WATER PRESSURE CONTOUR MAPS</u></p> <p>Dates: 1973 - Volume: 2 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological by day Location: Room 1118, South wall</p> <p>Recommendation: Retain permanently.+</p>	
339.	<p><u>DISTRICT SUPERINTENDENT'S DAILY REPORT</u> Form WS & W.D.D.83 - duplicate</p> <p>Dates: 1971 - Volume: 8 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological by day Location: Room 1118, South wall</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
340.	<p><u>INQUIRY AND INFORMATION REPORT</u> Duplicate field, division file copies</p> <p>Dates: 1972 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by Number 13 serial number Location: Room 118, South wall</p> <p>Recommendation: Retain 1 year and dispose of.</p>	

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341.	<p><u>BUDGET WORKSHEET FILE</u> Budget request, budget estimate, budgetary planning guides and instructions</p> <p>Dates: 1971 - Volume: 3 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: Room 1118, South wall</p> <p>Recommendation: Retain 2 years following adoption of budget and dispose of.</p>	
342.	<p><u>LARGE METER USAGE IN CITY</u> Record of large water meter consumption</p> <p>Dates: 1974 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: Room 1118, South wall</p> <p>Recommendation: Retain 5 years and dispose of.</p>	
343.	<p><u>ACCOUNTS REPORTS FILE</u> Report of cash receipts, disbursements, transfers and balances-C.T.R.-1 (Data Process Section)</p> <p>Dates: 1963 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Location: Room 1118, South wall Recommendation: Retain 2 years and dispose of if audited.*</p>	
344.	<p><u>PURCHASE REQUISITION</u> Form CPGS-1 orange duplicate, completed</p> <p>Dates: 1970 - Volume: 3 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by requisition number Location: Room 1118, South wall</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
345.	<p><u>ANNUAL APPROPRIATION ORDINANCE</u> Copy</p> <p>Dates: 1966 - 1968 Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: Room 1118, South wall</p> <p>Recommendation: Accumulation may be disposed of.</p>	
346.	<p><u>PURE WATER - MASTER COPY, VOLUMES 1-16</u> Typewritten reports, hand bound</p> <p>Dates: 1951 - Volume: 6 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by volume number Location: Room 1118, South wall</p> <p>Recommendation: Retain permanently.+</p>	
347.	<p><u>REQUEST FOR REQUISITIONS</u> W & S Act--Number 1 original</p> <p>Dates: 1970 - Volume: 3 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by requisition number Location: Room 1118, South wall</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
348.	<p><u>APPLICATION FOR APPROVAL OF TRAVEL</u> Form Number CO3001-A duplicate, voucher (3002B pink duplicate, receipt copies</p> <p>Dates: 1970 - 1973 Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by month (a daily sheet) Location: Room 1118, Center Aisle</p> <p>Recommendation: Accumulation may be disposed of.</p>	

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349.	<p><u>FOREMANS DAILY NEW WORK REPORT</u> Duplicates, form WDDFR 3</p> <p>Dates: 1977 only Volume: 1/2 cu. ft. Annual Accumulation: None Arrangement: Chronological by day Locaiton: Room 1118, Center Aisle</p> <p>Recommendation: Accumulation may be disposed of.</p>	
350.	<p><u>RECORD AND EXHIBIT REFERENCES TO POLLUTION</u> Emanating from State of Indiana - copy of legal questions and answers</p> <p>Dates: 1965 only Volume: Negligible Annual Accumulation: Negligible Arrangmenet: Chronological by year Location: Room 1118, Center Aisle</p> <p>Recommendation: Dispose of when usefulness to the department is complete.</p>	
351.	<p><u>PAYROLL REGISTER</u> Originating department duplicate</p> <p>Dates: 1966 - Volume: 25 cu. ft. Annual Accumulation: 1 1/2 cu. ft. Arrangement: Chronological by year Location: Room 1118, South wall</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	
352.	<p><u>MATERIAL REQUISITION</u> Form CP-GS-6 originals</p> <p>Dates: 1972 - Volume: 1 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Room 1118, South wall</p> <p>Recommendation: Retain 2 years and dispose of.</p>	

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353.	<p><u>PERSONNEL FILES</u> Personal record, employment record number, application for employment, employment record form W & S47, report of real estate interests, report of dual employment, payroll number, employment identification number card</p> <p>Dates: 1972 - Volume: 60 cu. ft. Annual Accumulation: 5 cu. ft. Arrangement: Alphabetical by employee name and payroll number Location: Room 1118, South wall</p> <p>Recommendation: Retain and transfer to the Department of Personnel upon termination of employment.</p>	
354.	<p><u>RELEASE AND WAIVER</u> Form C-S-100 3M Ink signature, notarized, duplicate fill in</p> <p>Dates: 1964 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: 1118, South wall</p> <p>Recommendation: Retain 10 years and dispose of.</p>	
355.	<p><u>DEPARTMENT OF INVESTIGATION STATEMENT</u> Attached commissioner's cover letter - Form D.11 1M8-62 15 325 copy</p> <p>Dates: 1964 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Filed by subject Location: Room 1118, South wall</p> <p>Recommendation: Retain and transfer to the Department of Personnel upon termination of employment.</p>	
356.	<p><u>CIVIL SERVICE CHARGES FILE</u> Civil Service Commission notification of charges (Form C.S44 5M duplicate) Complaint for Mandamus (photo copy), Finding & Decision</p> <p>Dates: 1964 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name Location: Room 1118</p> <p>Recommendation: Retain and transfer to the Department of Personnel upon termination of employment.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
357.	<p><u>PAYROLL DATA RECORD</u> CD11180M - handmade schedule - printed form</p> <p>Dates: 1972 - Volume: 3 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological bi monthly Location: Room 1118, South wall</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
358.	<p><u>CHICAGO-COOK COUNTY HEALTH SURVEY</u> Book of reports</p> <p>Dates: 1940 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: Room 1118, Center Aisle - Set on western file cabinet</p> <p>Recommendation: Retain 1 copy permanently.+</p>	
359.	<p><u>RECAPITULATION AND SUMMARY, DISTRICT SUPERINTENDENT'S DAILY REPORT</u></p> <p>Dates: 1970 only Volume: 1/2 cu. ft. Annual Accumulation: None Arrangement: Chronological by day Location: Room 1118, Center Aisle</p> <p>Recommendation: Accumulation may be disposed of.</p>	
360.	<p><u>CHIEF PLUMBING INSPECTOR'S DAILY REPORT, REPAIR AND RENEWAL WORK</u> Form W.D.D. 85R-R</p> <p>Dates: 1971 - Volume: 1/2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by day Location: Room 1118, Center Aisle</p> <p>Recommendation: Retain 2 years and dispose of.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
361.	<p><u>LEDGER</u> Form LI-C2077 - original regarding contract costs. i.e. Sediment disposal (design phase) in process</p> <p>Dates: 1970 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by pump station name Location: Room 1118, Center Aisle</p> <p>Recommendation: Retain 10 years and dispose of if audited.*</p>	
362.	<p><u>INTERFUND SETTLEMENT VOUCHER</u> Green duplicate</p> <p>Dates: 1972 - Volume: 5 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by month/Numerical by voucher number Location: Room 1118, South wall</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
363.	<p><u>COMPLAINT SHEET LOCATING GANG</u> W & S & W.D.D. 466 - Daily report (370 Form W.D.D. 909 10M), Memos</p> <p>Dates: 1964 - 1971 Volume: 6 cu. ft. Annual Accumulation: None Arrangement: Alphabetical by street name/Chronological by day Location: Room 1118, Central column</p> <p>Recommendation: Accumulation may be disposed of.</p>	
364.	<p><u>EXPENSES OF TRANSPORTATION ON CITY BUSINESS</u> Ink original</p> <p>Dates: 1970 - 1971 Volume: 2 cu. ft. Annual Accumulation: None Arrangement: Chronological by month Location: Room 1118, Center aisle</p> <p>Recommendation: Accumulation may be disposed of.</p>	

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365.	<p><u>WATERWORKS CERTIFICATES OF INDEBTEDNESS</u> Copies</p> <p>Dates: 1966 - 1971 Volume: Negligible Annual Accumulation: None Arrangement: Filed by subject Location: Room 1118, North wall number 8</p> <p>Recommendation: Accumulation may be disposed of.</p>	
366.	<p><u>CONTRACT NOTICE</u> 591 P.D.N. - Tabulation of bids - copy</p> <p>Dates: 1962 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year/Alphabetical by bid subject Location: Room 1118</p> <p>Recommendation: Retain 2 years and dispose of.</p> <p style="text-align: center;">-----</p>	

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	<p>Some records contained on this application are subject to state and/or federal audits. If that is the case the retention period will be followed by this symbol * . The audit clause which applies in this case is as follows.</p> <p>Provided audit completed according to Illinois Revised Statutes 1983, Chapter 24, Article 8, Division 8.</p> <p>Some records contained on this application are to be retained permanently. However, the original records may be disposed of if microfilmed in accordance with the regulations and standards of the Local Records Act, and providing the microfilm is retained permanently. If that is the case the retention period will be listed as "Retain permanently." followed by this symbol + . If microfilming is not an option, the retention period will be listed as "Retain permanently."</p> <p>Unless otherwise noted, all of the records listed in this section are located at 1000 E. Grand, The Jardin Water Purification Plant.</p> <p style="text-align: center;"><u>PUMPING STATION OPERATION DIVISION</u></p> <p>367. <u>DAILY REPORT OF PUMPING STATION</u> Electric & steam. Activities</p> <p>Dates: 1930 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Pumping</p> <p>Recommendation: Retain 2 years and dispose of provided information is transferred to monthly report.</p> <p>368. <u>CHEMICAL ANALYSIS REPORTS</u></p> <p>Dates: 1926 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: WQSS</p> <p>Recommendation: Retain 10 years and dispose of.</p>	

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369.	<p><u>FLUORIDE SHIPMENT RECORD</u></p> <p>Dates: 1971 - 1972 Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by day Location: Shelf 2, Room 316, South Filtration Plant</p> <p>Recommendation: Accumulation may be disposed of.</p>	
370.	<p><u>CHLORINE SHIPMENT RECORD</u></p> <p>Original pencil</p> <p>Dates: 1972 - 1974 Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by day Location: Room 316, Shelf 2, South Filtration Plant</p> <p>Recommendation: Accumulation may be disposed of.</p>	
371.	<p><u>BLUEPRINTS OF PUMPING STATION</u></p> <p>Dates: 1930 - Volume: 6 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name of station Location: Pumping</p> <p>Recommendation: Retain permanently.+</p>	
372.	<p><u>BOILER WATER TREATMENT CONTROL SHEET</u></p> <p>Dates: 1980 - Volume: 6 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by day Location: Pumping</p> <p>Recommendation: Retain 2 years and dispose of provided information is transferred to monthly record.</p>	

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373.	<p><u>MONTHLY SAFETY REPORT</u></p> <p>Dates: 1980 - Volume: 2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by month Location: Pumping</p> <p>Recommendation: Retain 7 years and dispose of.</p>	
374.	<p><u>DAILY REPORTS OF PUMPING/WELL/PRESSURES & BOILER STATUS</u></p> <p>Dates: 1980 - Volume: 4 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological by day Location: Pumping</p> <p>Recommendation: Retain 2 years and dispose of provided information is transferred to monthly record.</p>	
375.	<p><u>REQUISITION FOR WATER TREATMENT CHEMICALS</u></p> <p>Dates: 1980 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by requisition number Location: Pumping</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
376.	<p><u>BOILER ROOM LOG</u></p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by day Location: Pumping</p> <p>Recommendation: Retain 7 years and dispose of.</p>	

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377.	<p><u>DAILY EQUIPMENT STATUS REPORT</u> Electric & steam equipment</p> <p>Dates: 1980 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Pumping</p> <p>Recommendation: Retain 2 years and dispose of provided information is transferred to monthly record.</p>	
378.	<p><u>CHARTS OF RECORDING DAILY PRESSURES, PUMPAGE WELL ELEVATION, VOLTAGE, OIL/GAS/FEED WATER, STEAM PRESSURES, OXYGEN ANALYZER, GAS PRESSURES</u></p> <p>Dates: 1982 - Volume: 6 cu. ft. Annual Accumulation: 3 cu. ft. Arrangement: Chronological by day Location: Pumping</p> <p>Recommendation: Retain 5 years and dispose of.</p>	
379.	<p><u>CHARTS FOR REPAIR REPORTS</u></p> <p>Dates: 1970 - Volume: 3 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date Location: Pumping</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
380.	<p><u>WEEKLY EQUIPMENT STATUS REPORT</u></p> <p>Dates: 1980 - Volume: 1 1/2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by week Location: Pumping</p> <p>Recommendation: Retain 2 years and dispose of provided information is transferred to monthly record.</p>	

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381.	<p><u>DAILY PUMPING STATION STATUS REPORT</u></p> <p>Dates: 1980 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Pumping station</p> <p>Recommendation: Retain 2 years and dispose of provided information is transferred to monthly record.</p> <p>-----</p>	

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	<p>Some records contained on this application are subject to state and/or federal audits. If that is the case the retention period will be followed by this symbol * . The audit clause which applies in this case is as follows.</p> <p>Provided audit completed according to Illinois Revised Statutes 1983, Chapter 24, Article 8, Division 8.</p> <p>Some records contained on this application are to be retained permanently. However, the original records may be disposed of if microfilmed in accordance with the regulations and standards of the Local Records Act, and providing the microfilm is retained permanently. If that is the case the retention period will be listed as "Retain permanently." followed by this symbol + . If microfilming is not an option, the retention period will be listed as "Retain permanently."</p> <p>Unless otherwise noted, all of the records listed in this section are located at 1000 E. Grand, The Jardin Water Purification Plant.</p> <p style="text-align: center;"><u>STORE ROOM</u></p>	
382.	<p><u>PROCUREMENT ON CONTRACT NUMBER WP2</u></p> <p>Dates: 1980 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name/Numerical by contract number Location: Store room</p> <p>Recommendation: Retain 10 years after completion of terms of the contract and dispose of.</p>	
383.	<p><u>REQUEST FOR REQUISITION WP1</u></p> <p>Dates: 1980 - Volume: 2 cu. ft. Annual Accumulation: 1/2 cu.ft. Arrangement: Numerical by requisition number Location: Store room</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
384.	<p><u>EMERGENCY RECEIVING REPORT</u></p> <p>Dates: 1975 - Volume: 1 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date Location: Store room</p> <p>Recommendation: Retain 2 years and dispose of.</p>	

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385.	<p><u>NON-EXPENDABLE PROPERTY TRANSACTION LOAD SHEET & DISPOSITION FORM</u></p> <p>Dates: 1980 - Volume: 2 1/2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Numerical by form number Location: Store room</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
386.	<p><u>DAILY SUMMARY RECEIVING REPORT</u></p> <p>Dates: 1980 - Volume: 3 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological by day Location: Store room</p> <p>Recommendation: Retain 2 years and dispose of provided information is transferred to monthly record.</p>	
387.	<p><u>MONTHLY REPORT OF STORE ROOM</u></p> <p>Dates: 1969 - Volume: 7 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by month Location: Store room</p> <p>Recommendation: Retain 2 years and dispose of provided information is transferred to annual record.</p>	
388.	<p><u>INDEX CARDS ON PERMITS EXAMINED</u></p> <p>Dates: 1981 - Volume: 14 cu. ft. Annual Accumulation: 4 cu. ft. Arrangement: Numerical by permit number Location: Distribution</p> <p>Recommendation: Retain 5 years following date of last entry and dispose of.</p>	
389.	<p><u>ATLAS OF PUMPING STATIONS</u> Tunnels, pipes, and sewer</p> <p>Dates: 1901 only Volume: 1/2 cu. ft. Annual Accumulation: None Arrangement: Chronological by date Location: Room 1118</p> <p>Recommendation: Retain permanently.+</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>Some records contained on this application are subject to state and/or federal audits. If that is the case the retention period will be followed by this symbol * . The audit clause which applies in this case is as follows.</p> <p>Provided audit completed according to Illinois Revised Statutes 1983, Chapter 24, Article 8, Division 8.</p> <p>Some records contained on this application are to be retained permanently. However, the original records may be disposed of if microfilmed in accordance with the regulations and standards of the Local Records Act, and providing the microfilm is retained permanently. If that is the case the retention period will be listed as "Retain permanently." followed by this symbol + . If microfilming is not an option, the retention period will be listed as "Retain permanently."</p> <p>Unless otherwise noted, all of the records listed in this section are located at 1000 E. Grand, The Jardin Water Purification Plant.</p> <p style="text-align: center;"><u>PURIFICATION</u></p>	
390.	<p><u>BLUEPRINTS, PLATS, DRAWINGS</u></p> <p>Dates: 1946 - Volume: 5 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date Location: Purification</p> <p>Recommendation: Retain permanently.+</p>	
391.	<p><u>CONTROL LOG - OPERATIONS</u></p> <p>Dates: 1964 - Volume: 3 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date Location: 087805</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
392.	<u>LABORATORY CHEMISTRY LAB LOG OF WATER TESTINGS</u> Dates: 1964 - Volume: 2 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date Location: Purification Recommendation: Retain 10 years and dispose of if audited.*	
393.	<u>DAILY REPORTS - OPERATIONS & LAB</u> Dates: 1964 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Purification Recommendation: Retain 2 years and dispose of provided information is transferred to monthly record.	
394.	<u>MONTHLY REPORTS - OPERATIONS & LAB</u> Dates: 1964 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by month Location: Purification Recommendation: Retain 2 years and dispose of provided information is transferred to annual record.	
395.	<u>ANNUAL REPORT - OPERATIONS & LAB</u> Dates: 1964 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: Purification Recommendation: Retain 7 years and dispose of.	
396.	<u>SUB ORDERS</u> Copy Dates: 1964 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by sub order number Location: Purification Recommendation: Retain 2 years and dispose of if audited.*	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
397.	<p><u>CONTRACTS</u></p> <p>Dates: 1964 - Volume: 5 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name Location: Purification</p> <p>Recommendation: Retain 10 years after completion of terms of the contract and dispose of.</p>	
398.	<p><u>PURCHASE ORDERS & INVOICES</u></p> <p>Copies</p> <p>Dates: 1964 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by purchase order number Location: Purification</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
399.	<p><u>COMPUTER PRINTOUT - OPERATIONS REPORT</u></p> <p>Chemical & lab results</p> <p>Dates: 1968 - Volume: - Annual Accumulation: - Arrangement: Chronological by date Location: Purification</p> <p>Recommendation: Retain 3 years and dispose of.</p>	
400.	<p><u>SPECIFICATIONS</u></p> <p>Dates: 1964 - Volume: 7 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name Location: Purification</p> <p>Recommendation: Retain permanently.+</p>	
401.	<p><u>ELECTRICAL DEMAND LOG</u></p> <p>Dates: 1964 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date Location: Purification</p> <p>Recommendation: Retain 7 years and dispose of if audited *</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>Some records contained on this application are subject to state and/or federal audits. If that is the case the retention period will be followed by this symbol * . The audit clause which applies in this case is as follows.</p> <p>Provided audit completed according to Illinois Revised Statutes 1983, Chapter 24, Article 8, Division 8.</p> <p>Some records contained on this application are to be retained permanently. However, the original records may be disposed of if microfilmed in accordance with the regulations and standards of the Local Records Act, and providing the microfilm is retained permanently. If that is the case the retention period will be listed as "Retain permanently." followed by this symbol + . If microfilming is not an option, the retention period will be listed as "Retain permanently."</p> <p>Unless otherwise noted, all of the records listed in this section are located at 1000 E. Grand, The Jardin Water Purification Plant.</p> <p style="text-align: center;"><u>WATER QUALITY SURVEILLANCE SECTION</u></p>	
402.	<p><u>NEWSPAPER CLIPPINGS</u></p> <p>Dates: 1940 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date Location: WQSS Recommendation: Purge files annually of all non-essential materials & dispose of when administrative use is complete. Files must be weeded so that records having legal, historical, or administrative use are retained.</p>	
403.	<p><u>DAILY SAMPLING OF WATER</u></p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by day Location: WQSS Recommendation: Retain 10 years and dispose of provided information is transferred to monthly record.</p>	
404.	<p><u>PRECIPITATION REPORTS</u></p> <p>Dates: 1950 - Volume: 3 cu. ft. Annual accumulation: Negligible Arrangement: Chronological by month Location: WQSS Recommendation: Retain one copy permanently.†</p>	

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405.	<p><u>BACTERIOLOGICAL ANALYSIS REPORT</u></p> <p>Dates: 1920 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: WQSS</p> <p>Recommendation: Retain 10 years and dispose of.</p>	
406.	<p><u>LAKE MICHIGAN LEVEL SUMMARY</u></p> <p>Dates: 1927 - Volume: 2 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by month Location: WQSS</p> <p>Recommendation: Retain permanently.+</p>	
407.	<p><u>DAILY WATER TEMPERATURE</u></p> <p>Dates: 1920 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: WQSS</p> <p>Recommendation: Retain permanently.+</p>	
408.	<p><u>ANNUAL STATISTICAL REPORTS</u></p> <p>Dates: 1940 - Volume: 2 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: WQSS</p> <p>Recommendation: Retain permanently.+</p>	
109.	<p><u>CONSTRUCTION OF SUBURBAN WATER WORKS</u> Blueprints, contracts, correspondence</p> <p>Dates: 1930 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by site Location: WQSS</p> <p>Recommendation: <u>BLUEPRINT</u>: Retain permanently.+ <u>CONTRACTS</u>: Retain 10 years after completion and dispose of. <u>CORRESPONDENCE</u>: Purge files annually of all non-essential</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
410.	<p><u>SURVEY OF RAINFALL DATA</u></p> <p>Dates: 1930 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: WQSS</p> <p>Recommendation: Retain permanently.+</p>	
411.	<p><u>EMERGENCY INVESTIGATIONS OF WATER PROBLEMS</u></p> <p>Dates: 1960 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date Location: WQSS</p> <p>Recommendation: Retain 3 years and dispose of.</p>	
412.	<p><u>RECORD OF PHONE CALLS</u></p> <p>Dates: 1974 - Volume: 3 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date Location: WQSS</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
413.	<p><u>HOURLY TURBINE LOG</u></p> <p>Dates: 1980 - Volume: 1 1/2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by day Location: Pumping</p> <p>Recommendation: Retain 2 years and dispose of provided information is transferred to monthly record.</p>	
414.	<p><u>CHEMICAL RESULTS LOG</u></p> <p>Dates: 1947 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date Location: Lab</p> <p>Recommendation: Retain 10 years and dispose of.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
415.	<p><u>LAKE SURVEY BOOKS</u></p> <p>Dates: 1967 - Volume: 7 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: Water Surveillance - Steiner</p> <p>Recommendation: Retain permanently.+</p>	
416.	<p><u>CORRESPONDENCE</u></p> <p>Letters, copies of reports</p> <p>Dates: 1930 - Volume: 12 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: WQSS</p> <p>Recommendation: Purge files annually of all non-essential materials & dispose of when administrative use is complete. Files must be weeded so that records having legal, historical, or administrative use are retained.</p>	
417.	<p><u>ANNUAL REPORT - WATER PURIFICATION</u></p> <p>Dates: 1925 - Volume: 5 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: WQSS</p> <p>Recommendation: Retain 7 years and dispose of.</p>	
418.	<p><u>COMPLAINT FORMS BY PHONE & LETTERS</u></p> <p>Dates: 1924 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date Location: WQSS</p> <p>Recommendation: Retain 3 years and dispose of.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
419.	<p><u>WATER SURVEYS</u></p> <p>Dates: 1974 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by month Location: WQSS</p> <p>Recommendation: Retain one copy permanently.+</p>	
420.	<p><u>TIME RECORDS - LEDGER</u></p> <p>Dates: 1974 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date Location: WQSS</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	
421.	<p><u>BLUEPRINTS, DRAWINGS</u></p> <p>Dates: 1930 - Volume: 5 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date/Alphabetical by site Location: WQSS</p> <p>Recommendation: Retain permanently.+</p>	
422.	<p><u>INVESTIGATION REPORT</u></p> <p>Dates: 1974 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: WQSS</p> <p>Recommendation: Retain 7 years and dispose of.</p>	
423.	<p><u>WATER SAMPLING REPORTS</u></p> <p>Dates: 1930 - Volume: 1 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: WQSS</p> <p>Recommendation: Retain permanently.+</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
424.	<p><u>CONTRACTS</u> Copies, agreement, correspondence</p> <p>Dates: 1945 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name Location: WQSS</p> <p>Recommendation: Retain 10 years following completion of terms of the contract and dispose of if audited.*</p>	
425.	<p><u>REQUISITIONS & PURCHASE ORDERS</u> Copies</p> <p>Dates: 1980 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by requisition number Location: WQSS</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
426.	<p><u>APPROPRIATION & ESTIMATES LEDGER</u></p> <p>Dates: 1980 - Volume: 1 1/2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by date Location: WQSS</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	
427.	<p><u>PERSONNEL FILE</u> Employee application, salary change, promotion, evaluation</p> <p>Dates: 1969 - Volume: 3 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name Location: WQSS</p> <p>Recommendation: Retain and transfer to the Department of Personnel upon termination of employment.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
428.	<p><u>ACCIDENT REPORT</u></p> <p>Dates: 1975 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by date Location: WQSS</p> <p>Recommendation: Retain 7 years and dispose of.</p>	
429.	<p><u>TRAINING MANUAL</u></p> <p>Dates: 1980 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: WQSS</p> <p>Recommendation: Retain 1 copy permanently.</p>	
430.	<p><u>BUDGET WORKSHEET</u></p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: WQSS</p> <p>Recommendation: Retain 2 years following adoption of budget and dispose of.</p>	
431.	<p><u>MONTHLY REPORTS - ENGINEERS</u></p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by month Location: WQSS</p> <p>Recommendation: Retain 2 years and dispose of provided information is transferred to annual record.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
432.	<p><u>DIARY OF INSPECTION</u></p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by date Location: WQSS</p> <p>Recommendation: Retain 7 years and dispose of provided information is transferred to annual record.</p>	
433.	<p><u>INSPECTION REPORTS</u></p> <p>Dates: 1975 - Volume: 1 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date Location: WQSS</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
434.	<p><u>SUBURBAN BLUEPRINTS</u></p> <p>Dates: 1954 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date/Alphabetical by site Location: WQSS</p> <p>Recommendation: Retain permanently.+</p>	
435.	<p><u>SUBURBAN WATER CONTRACTS</u></p> <p>Dates: 1954 - Volume: 2 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name Location: WQSS</p> <p>Recommendation: Retain 10 years after completion of terms of the contract and dispose of if audited.*</p> <p style="text-align: center;">-----</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>Some records contained on this application are subject to state and/or federal audits. If that is the case the retention period will be followed by this symbol * . The audit clause which applies in this case is as follows.</p> <p>Provided audit completed according to Illinois Revised Statutes 1983, Chapter 24. Article 8, Division 8.</p> <p>Some records contained on this application are to be retained permanently. However, the original records may be disposed of if microfilmed in accordance with the regulations and standards of the Local Records Act, and providing the microfilm is retained permanently. If that is the case the retention period will be listed as "Retain permanently." followed by this symbol + . If microfilming is not an option, the retention period will be listed as "Retain permanently."</p> <p>Unless otherwise noted, all of the records listed in this section are located at 1000 E. Grand, The Jardin Water Purification Plant.</p> <p style="text-align: center;"><u>LABORATORY</u></p>	
436.	<p><u>ORIGINAL TEST RESULTS</u></p> <p>Dates: 1960 - Volume: 1 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date Location: Lab</p> <p>Recommendation: Retain permanently.+</p>	
437.	<p><u>CORRESPONDENCE</u></p> <p>Letters, memos, copies of reports</p> <p>Dates: 1967 - Volume: 2 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by subject Location: Lab</p> <p>Recommendation: Purge files annually of all non-essential materials & dispose of when administrative use is complete. Files must be weeded so that records having legal, historical, or administrative use are retained.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
438.	<p><u>TECHNICAL REPORTS</u></p> <p>Dates: 1960 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: Lab</p> <p>Recommendation: Retain one copy permanently.+</p>	
439.	<p><u>ANNUAL REPORT</u></p> <p>Dates: 1960 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: Lab</p> <p>Recommendation: Retain 7 years and dispose of.</p>	
440.	<p><u>MONTHLY REPORT OF LAB GOALS & ACTIVITIES</u></p> <p>Dates: 1960 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by month Location: Lab</p> <p>Recommendation: Retain 2 years and dispose of provided information is transferred to annual record.</p>	
441.	<p><u>MONTHLY SPECIAL REPORT PROJECTS</u></p> <p>Dates: 1980 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by month Location: Lab</p> <p>Recommendation: Retain 2 years and dispose of provided information is transferred to annual record.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
442.	<p><u>QUARTERLY REPORT ON ANALYSIS (CHEMICAL)</u></p> <p>Dates: 1924 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by quarter Location: Lab</p> <p>Recommendation: Retain 10 years and dispose of.</p>	
443.	<p><u>WORK SHEETS & BENCH SHEETS OF ANALYSIS & RESULTS</u></p> <p>Dates: 1974 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date Location: Lab</p> <p>Recommendation: Retain 10 years and dispose of.</p>	
444.	<p><u>BUDGET WORK SHEETS</u></p> <p>Dates: 1974 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: Lab</p> <p>Recommendation: Retain 2 years following adoption of budget and dispose of.</p>	
445.	<p><u>COPIES OF BIDS & CONTRACTS</u></p> <p>Office copy</p> <p>Dates: 1974 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name Location: Lab</p> <p>Recommendation: Retain for the life of the contract and dispose of.</p>	
146.	<p><u>REQUISITION FOR CHEMICALS</u></p> <p>Dates: 1974 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by requisition number Location: Lab</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
447.	<p><u>WORK SHEETS OF TESTING</u></p> <p>Dates: 1974 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by date Location: Lab</p> <p>Recommendation: Retain 2 years and dispose of when administrative use is complete.</p>	
448.	<p><u>PROGRAMS - COMPREHENSIVE ANALYSIS</u></p> <p>Dates: 1947 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: Lab</p> <p>Recommendation: Retain one copy of each permanently.+</p>	
449.	<p><u>INDIVIDUAL TIME REGISTER</u></p> <p>Dates: 1983 - Volume: 1/2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by date Location: Lab</p> <p>Recommendation: Retain permanently.+</p>	
450.	<p><u>MONTHLY REPORT ON VACATION, SICK TIME, OVERTIME</u></p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by month Location: Lab</p> <p>Recommendation: Retain 2 years and dispose of provided information is transferred to annual reports.</p>	
451.	<p><u>PERSONNEL FILE</u></p> <p>Original employment application, performance rating, and performance evaluation</p> <p>Dates: 1970 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name Location: Lab</p> <p>Recommendation: Retain and transfer to the Department of Personnel upon termination of employment.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
452.	<p><u>LOGS OF RESULTS</u></p> <p>Dates: 1970 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Lab</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	
453.	<p><u>LOG OF PERFORMANCE OF EQUIPMENT</u></p> <p>Dates: 1960 - Volume: 1 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date Location: Lab</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	
454.	<p><u>YEARLY REPORTS</u></p> <p>Comprehensive chemical analysis, quarry analysis, Chicago-Lake Michigan-Calumet Area survey, comprehensive analysis survey</p> <p>Dates: 1960 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year/Alphabetical by title Location: Chemistry Unit</p> <p>Recommendation: Retain one copy of each permanently.+</p>	
455.	<p><u>FLUORIDE ANALYSIS REPORT</u></p> <p>Dates: 1980 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by week Location: Chemistry Unit</p> <p>Recommendation: Retain 10 years and dispose of.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
456.	<p><u>SURVEY'S - NORTH/SOUTH, PERIMETER RADIAL LAKE SURVEY</u></p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by month Location: Chemistry Unit</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
457.	<p><u>PESTICIDE & TRIHALOMETHANES & DCB ANALYSIS REPORT</u></p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Negligible Location: Organic Unit</p> <p>Recommendation: Retain 10 years and dispose of.</p>	
458.	<p><u>QUALITY CONTROL REPORT</u></p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological as created Location: Lab</p> <p>Recommendation: Retain 10 years and dispose of.</p>	
459.	<p><u>RADIOACTIVITY COUNT & GROSS BETA RADIOACTIVITY FINAL COUNT REPORT</u></p> <p>Dates: 1975 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by month Location: Lab</p> <p>Recommendation: Retain permanently.+</p>	
460.	<p><u>MONTHLY REPORTS</u></p> <p>Asbestos summary, actenomyces & fungi summary, Lake surveys</p> <p>Dates: 1975 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by month Location: Microscopy Unit</p> <p>Recommendation: Retain 2 years and dispose of provided all information is transferred to annual record, which must be retained permanently.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
461.	<p><u>MONTHLY REPORT</u> Daily sample survey, outlet water quality report, plankton removal summary, bacterial summary</p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by month Location: Microbiology Unit</p> <p>Recommendation: Retain 2 years and dispose of provided information is transferred to annual record. <u>End-of-Year-Report</u>: Retain permanently.+ -----</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>Some records contained on this application are subject to state and/or federal audits. If that is the case the retention period will be followed by this symbol * . The audit clause which applies in this case is as follows.</p> <p>Provided audit completed according to Illinois Revised Statutes 1983, Chapter 24, Article 8, Division 8.</p> <p>Some records contained on this application are to be retained permanently. However, the original records may be disposed of if microfilmed in accordance with the regulations and standards of the Local Records Act, and providing the microfilm is retained permanently. If that is the case the retention period will be listed as "Retain permanently." followed by this symbol + . If microfilming is not an option, the retention period will be listed as "Retain permanently."</p> <p>Unless otherwise noted, all of the records listed in this section are located at the Filtration Plant.</p> <p style="text-align: center;"><u>MAINTENANCE & OPERATING METHODS UNIT</u></p>	
462.	<p><u>TESTS, MAINTENANCE INSPECTION, MECHANICAL INVESTIGATION</u></p> <p>Dates: 1929 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date Location: MOM</p> <p>Recommendation: Retain 7 years and dispose of.</p>	
463.	<p><u>MOM REPORTS - ANNUAL</u></p> <p>Dates: 1978 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: MOM</p> <p>Recommendation: Retain 7 years and dispose of.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
464.	<p><u>PSES REPORTS (PRESSURE SENSITIVE EVALUATION SOURCE)</u></p> <p>Dates: 1973 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: MOM</p> <p>Recommendation: Retain 7 years and dispose of.</p>	
465.	<p><u>SPECIFICATION ON EQUIPMENT</u></p> <p>Dates: 1929 - Volume: 5 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name Location: MOM</p> <p>Recommendation: Retain for the life of the equipment and then accumulation may be disposed of.</p>	
466.	<p><u>TRAINING MANUAL UPDATES</u></p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: MOM</p> <p>Recommendation: Retain until up-dated and dispose of.</p>	
467.	<p><u>MONTHLY MONITORY REPORT ON EQUIPMENT</u></p> <p>Dates: 1975 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by month Location: MOM</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
468.	<p><u>CONTRACTS</u> Copy - of equipment</p> <p>Dates: 1981 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name Location: MOM</p> <p>Recommendation: Retain for the life of the contract and then accumulation may be disposed of.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
469.	<p><u>IMPROVEMENT STUDIES ON EQUIPMENT</u></p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological as generated Location: MOM</p> <p>Recommendation: Retain for life of equipment and then dispose of.</p>	
470.	<p><u>INSPECTION REPORT ON EQUIPMENT (MONTHLY)</u></p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by month Location: MOM</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
471.	<p><u>DATA SHEETS</u></p> <p>Discharge pressure, manometer readings, wattmeter readings, condensate flow & temperature, steam turbine test, electric motor/pump vibration analysis</p> <p>Dates: 1980 - Volume: 4 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological by day & month Location: MOM</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
472.	<p><u>PROGRAMS</u></p> <p>Electric rate studies, tunnel programs, border programs, pump programs, projection programs</p> <p>Dates: 1978 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by program Location: MOM</p> <p>Recommendation: Retain 1 copy permanently.+</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
473.	<p><u>DAILY LOG SHEETS FOR PUMPING STATIONS</u></p> <p>Dates: 1906 - Volume: 3 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: MOM</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
474.	<p><u>PURCHASE ORDERS</u></p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by purchase order number Location: MOM</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
475.	<p><u>REQUEST FOR CONSULTANTS</u></p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name Location: MOM</p> <p>Recommendation: Retain 10 years and dispose of.</p>	
476.	<p><u>HYDROLOGIC STUDIES FOR TUNNELS</u></p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: MOM</p> <p>Recommendation: Retain one copy permanently.+</p>	
477.	<p><u>COMPUTER PRINTOUT OF STATUS OF EQUIPMENT</u></p> <p>Dates: 1982 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: MOM</p> <p>Recommendation: Retain 1 year and dispose of.</p> <p style="text-align: center;">-----</p>	

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	<p>Some records contained on this application are subject to state and/or federal audits. If that is the case the retention period will be followed by this symbol * . The audit clause which applies in this case is as follows.</p> <p>Provided audit completed according to Illinois Revised Statutes 1983, Chapter 24, Article 8, Division 8.</p> <p>Some records contained on this application are to be retained permanently. However, the original records may be disposed of if microfilmed in accordance with the regulations and standards of the Local Records Act, and providing the microfilm is retained permanently. If that is the case the retention period will be listed as "Retain permanently." followed by this symbol + . If microfilming is not an option, the retention period will be listed as "Retain permanently."</p>	
478.	<p><u>DAILY REPORT</u> Meters - Set and meters returned</p> <p>Dates: 1967 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Meter shop</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
479.	<p><u>METERS PURCHASED, SET, SCRAPPED</u> Invoices - Copies</p> <p>Dates: 1976 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by date Location: Meter shop</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
480.	<p><u>MASTER PLUMBERS LOG</u></p> <p>Dates: 1962 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name/Chronological by date Location: Meter shop</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
481.	<p><u>METER INSTALLATION ORDERS</u></p> <p>Dates: 1970 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by serial number Location: Meter shop</p> <p>Recommendation: Retain 2 years following installation and dispose of if audited.*</p>	
482.	<p><u>MONTHLY REPORTS</u></p> <p>Time and material used</p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by month Location: Meter shop</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
483.	<p><u>METER FIELD ORDER</u></p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by serial number Location: Meter shop</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
484.	<p><u>TIME RECORDS - INDIVIDUAL</u></p> <p>Dates: 1979 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Meter shop</p> <p>Recommendation: Retain permanently.+</p>	
485.	<p><u>PERSONNEL FILES</u></p> <p>Active & inactive</p> <p>Dates: 1950 - Volume: 10 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name/Active & inactive Location: Meter shop</p> <p>Recommendation: Retain and transfer to the Department of Personnel upon termination of employment.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
486.	<u>CONTROL RECORDS FOR INSTALLATION OF METERS</u> Dates: 1968 - Volume: 18 cu. ft. Annual Accumulation: 1 1/2 cu. ft. Arrangement: Numerical by MIO & Ward number Location: Meter shop Recommendation: Retain 7 years and dispose of if audited.*	
487.	<u>SUBURBAN BILLINGS FOR METERS</u> Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by name of township Location: Meter shop Recommendation: Retain 7 years and dispose of if audited.*	
488.	<u>PREMISE CARDS</u> Repairs, installation date Dates: 1927 - Volume: 25 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by address Location: Meter shop Recommendation: Retain permanently.+	
489.	<u>METER CARD</u> Inspections, date fixed (repaired) Dates: 1927 - Volume: 308 cu. ft. Annual Accumulation: 5 cu. ft. Arrangement: Numerical by address Location: Meter shop Recommendation: Retain permanently.+	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
490.	<p><u>BLUEPRINTS</u></p> <p>Dates: 1920 - Volume: 5 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date/Alphabetical by section Location: Meter shop</p> <p>Recommendation: Retain permanently.+</p>	
491.	<p><u>METER REPAIR ORDER (W&S 330), METERS AND MATERIAL DELIVERED TO MASTER PLUMBERS (W&S 500 A 10M), METER INSTALLATION ORDER (123)</u></p> <p>Dates: 1927 - 1980 Volume: 142 cu. ft. Annual Accumulation: 4 cu. ft. Arrangement: Chronological by month Location: Water meter storage, 3150 Sacramento</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	
492.	<p><u>SERVICE CARDS - WATER & SEWER</u> Premise card & meter number card</p> <p>Dates: 1914 - 1970 Volume: 30 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Numerical by service number Location: Water & Meter storage</p> <p>Recommendation: Accumulation may be disposed of.</p>	
493.	<p><u>TEST TAGS</u></p> <p>Dates: 1973 - 1974 Volume: 1 1/2 cu. ft. Annual Accumulation: 1 1/2 cu. ft. Arrangement: Chronological by year Location: Storage, Water & Sewer, 3150 Sacramento</p> <p>Recommendation: Accumulation may be disposed of.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
494.	<p><u>TIME CARDS AND SHEETS</u> Water & sewer - daily</p> <p>Dates: 1972 - 1979 Volume: 6 cu. ft. Annual Accumulation: None Arrangement: Chronological by year Location: Water & Sewer, 3150 Sacramento</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
495.	<p><u>FIELD METER REPAIR ORDER</u></p> <p>Dates: 1975 - Volume: 2 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by field number Location: Meter shop storage</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	
496.	<p><u>LEDGER TIME SHEETS INDIVIDUAL EMPLOYEES</u></p> <p>Dates: 1980 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by date/year Location: Meter shop storage</p> <p>Recommendation: Retain permanently.+</p>	
497.	<p><u>WITHHOLDING MONEY FOR CHARITY</u></p> <p>Dates: 1978 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by date Location: Meter shop storage box</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	
498.	<p><u>BLUE CROSS GROUP MEMBER APPLICATION</u></p> <p>Dates: 1955 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by application number Location: Meter shop storage</p> <p>Recommendation: Retain 3 years after expiration & dispose of if no claims are pending.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
499.	<p><u>SHOP WATER METER REPAIR ORDER</u></p> <p>Dates: 1970 - Volume: 31 1/2 cu. ft. Annual Accumulation: 2 1/2 cu. ft. Arrangement: Numerical by repair number Location: Meter shop storage room</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
500.	<p><u>STATEMENT OF OLD METERS TESTED</u></p> <p>Dates: 1975 - Volume: 2 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date Location: Meter shop storage room</p> <p>Recommendation: Retain 5 years and dispose of.</p>	
501.	<p><u>MONTHLY INVENTORY OF REPAIRED & NOT REPAIRED METERS</u></p> <p>Dates: 1971 - Volume: 3 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by month Location: Meter shop storage room</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
502.	<p><u>WATER METER INSTALLATION ORDER</u></p> <p>Dates: 1978 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by installation number Location: Meter shop store room</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
503.	<p><u>MATERIALS & METERS DELIVERED TO MASTER PLUMBERS</u></p> <p>Dates: 1977 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date Location: Meter shop storage room</p> <p>Recommendation: Retain 2 years and dispose of.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
504.	<p><u>INVOICES & PURCHASE ORDERS</u> (COPIES)</p> <p>Dates: 1970 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by purchase order number Location: Meter shop storage room</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
505.	<p><u>FIELD METER REPAIR ORDER BILL</u></p> <p>Dates: 1977 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by repair order Location: Meter shop storage room</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	
506.	<p><u>COMPUTER - METER REPAIR ORDERS & PREMISE & METER CARDS</u></p> <p>Dates: 1980 - Volume: 10 cu. ft. Annual Accumulation: 3 cu. ft. Arrangement: Numerical by order number & address Location: Meter shop</p> <p>Recommendation: Retain 60 days and dispose of provided information is retained 7 years.</p> <p style="text-align: center;">-----</p>	

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Table with 3 columns: ITEM NO., DESCRIPTION OF ITEMS OR RECORD SERIES, ACTION TAKEN. Contains entries for INVENTORY CONTROL CARDS, USAGE REPORT - STOCK REPORT, and PURCHASE ORDERS (COPY).

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
510.	<u>MATERIAL REQUISITIONS - TRANSFER STOCK ORDER</u> Dates: 1970 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by stock number Location: Pipe yard Recommendation: Retain 2 years and dispose of if audited.*	
511.	<u>DAILY SUMMARY RECEIVING REPORT - COPIES</u> Dates: 1975 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by day Location: Pipe yard Recommendation: Retain 2 years and dispose of.	
512.	<u>TIME SHEETS - CARDS (PAYROLL INDIVIDUAL)</u> Dates: 1970 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by day Location: Pipe yard Recommendation: Retain permanently.+	
513.	<u>VENDOR FILES - COPIES</u> Dates: 1970 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by vendor name Location: Pipe yard Recommendation: Retain 2 years and dispose of if audited.* -----	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
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514.	<p><u>COMPUTER GENERATED LISTINGS OF CASH APPLIED LISTING (ACCOUNTS)</u></p> <p>Dates: 1977 - Volume: 51 cu. ft. Annual Accumulation: 7 1/2 cu. ft. Arrangement: Chronological by day Location: Water collections - Room 1118</p> <p>Recommendation: Retain 60 days and dispose of if audited provided information is retained in some form for 7 years.</p>	
515.	<p><u>COMPUTER GENERATED BILLING REGISTER</u></p> <p>Accumulative total</p> <p>Dates: 1977 - Volume: 75 cu. ft. Annual Accumulation: 10 1/2 cu. ft. Arrangement: Chronological by day Location: Water Distribution - Room 1118</p> <p>Recommendation: Retain 60 days and dispose of if audited provided information is retained in some form for 7 years.</p>	
16.	<p><u>BANKRUPTCY & TAX LIENS</u></p> <p>Correspondence</p> <p>Dates: 1976 - Volume: 1 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date Location: 034123 - Room 3M Recommendation: Retain 3 years following release or expiration of lein and</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
§17.	<p><u>VACANCY REPORT</u></p> <p>Dates: 1978 - Volume: 7 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Numerical by account number Location: Room 1118 - Door 4110</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
§18.	<p><u>SPECIAL EXAMINATION</u></p> <p>Dates: 1961 - Volume: 7 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Numerical Location: Room 1118 - Door 4110</p> <p>Recommendation: Retain 5 years and dispose of.</p>	
§19.	<p><u>LEDGERS</u></p> <p>Monthly reports, billing, cash collection discounts, accounts receivable, adjustments metered and assessed</p> <p>Dates: 1983 - Volume: 1/2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Chronological by month Location: Water Collection</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
20.	<p><u>SEQUENTIAL CASH LISTINGS</u></p> <p>Computer generated</p> <p>Dates: 1977 - Volume: 36 cu. ft. Annual Accumulation: 7 cu. ft. Arrangement: Numerical by batch number Location: Room 1118 - Door 4110</p> <p>Recommendation: Retain 2 years and dispose of.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
521.	<p><u>BILLING AND COLLECTION CONTROL REPORT</u> Computer generated</p> <p>Dates: 1977 - Volume: 40 cu. ft. Annual Accumulation: 6 cu. ft. Arrangement: Numerical by section number Location: Room 1118 - Door 4110</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
522.	<p><u>BILLING DISTRIBUTION REPORT</u> Computer generated</p> <p>Dates: 1977 - Volume: 40 cu. ft. Annual Accumulation: 6 cu. ft. Arrangement: Numerical by account number Location: Room 1118 - Door 4110</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
523.	<p><u>ACCOUNTS RECEIVABLE BALANCE REPORT</u> Computer generated</p> <p>Dates: 1977 - Volume: 42 cu. ft. Annual Accumulation: 7 cu. ft. Arrangement: Numerical by division number Location: Room 1118 - Door 4110</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
24.	<p><u>DELINQUENT ASSESSED ACCOUNTS</u></p> <p>Dates: 1977 - Volume: 35 cu. ft. Annual Accumulation: 5 cu. ft. Arrangement: Numerical by division number Location: Room 1118 - Door 4110</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
525.	<u>PAYMENT DISTRIBUTION REPORT</u> Computer generated Dates: 1977 - Volume: 44 cu. ft. Annual Accumulation: 7 cu. ft. Arrangement: Numerical by account number Location: Room 1118 - Door 4110 Recommendation: Retain 2 years and dispose of if audited.*	
526.	<u>CASH UPDATE LISTING</u> Computer generated Dates: 1977 - Volume: 32 cu. ft. Annual Accumulation: 5 cu. ft. Arrangement: Numerical by account number Location: Room 1118 - Door 4110 Recommendation: Retain 2 years and dispose of if audited.*	
527.	<u>SPECIAL CASH ADJUSTMENTS</u> Dates: 1977 - Volume: 36 cu. ft. Annual Accumulation: 6 cu. ft. Arrangement: Numerical by division number Location: Room 1118 - Door 4110 Recommendation: Retain 2 years and dispose of if audited.*	
528.	<u>UNPAID WARRANTS FOR COLLECTION</u> Computer generated Dates: 1978 - Volume: 2 1/2 cu. ft. Annual Accumulation: 1/2 cu. ft. Arrangement: Numerical by warrant number Location: Room 1118 - West wall Recommendation: Retain 7 years and dispose of if audited.*	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
529.	<p><u>LAKE DIVERSION TESTIMONY</u> Testimony of trial - States of Wisconsin, Minnesota, Ohio, Pennsylvania, Michigan, New York. Complaints - State of Illinois, and Sanitary District of Chicato - Defendants</p> <p>Dates: 1959 - 1965 Volume: 15 cu. ft. Annual Accumulation: None Arrangement: Alphabetical by name Location: Room 1118 - Door 4110</p> <p>Recommendation: Retain permanently.+</p>	
530.	<p><u>CARD CASH CORRECTION PROCESSED LISTING</u> Computer generated</p> <p>Dates: 1977 - Volume: 32 cu. ft. Annual Accumulation: 5 cu. ft. Arrangement: Numerical by account number Location: Room 1118 - Door 4110</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
531.	<p><u>LEDGER SHEETS</u> Computer adjustments, metered accounts, cash applied</p> <p>Dates: 1973 - 1974 Volume: 6 1/2 cu. ft. Annual Accumulation: None Arrangement: Chronological by date Location: Room 1118 - Door 4110 - West wall</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	
532.	<p><u>SUSPENSE CERTIFICATES</u> Letters from Corporation Council</p> <p>Dates: 1979 - Volume: 18 cu. ft. Annual Accumulation: 3 cu. ft. Arrangement: Chronological by month & year Location: 082657, 08259, 08258</p> <p>Recommendation: Retain 5 years following settlement and dispose of.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
533.	<p><u>SPECIAL EXAMINATIONS LOG BOOK</u> Verification of billing information by field representatives</p> <p>Dates: 1979 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name/Chronological by date Location: Water collection</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	
534.	<p><u>SPECIAL EXAMINATION FORMS (ORIGINALS)</u> Verification of billing information by field representatives</p> <p>Dates: 1979 - Volume: 10 cu. ft. Annual Accumulation: 3 cu. ft. Arrangement: Alphabetical by name Location: Water collection</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	
535.	<p><u>MILEAGE REIMBURSEMENT FORM</u></p> <p>Dates: 1983 - Volume: 5 cu. ft. Annual Accumulation: 2 cu. ft. Arrangement: Chronological by date Location: Water collection</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
36.	<p><u>TIME SHEETS FOR FIELD WORKERS (RECORDS)</u></p> <p>Dates: 1979 - Volume: 5 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological by day Location: Water collection</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
37.	<p><u>METER CERTIFICATES</u></p> <p>Dates: 1888 - Volume: 100 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Numerical by certificate number Location: 082477-78-79-80-81-82-83-84-85, 084251</p> <p>Recommendation: Retain permanently.+</p>	
38.	<p><u>BUILDING PERMITS - COPIES</u></p> <p>Dates: 1970 - Volume: 30 cu. ft. Annual Accumulation: 2 1/2 cu. ft. Arrangement: Alphabetical by site Location: Water collection</p> <p>Recommendation: Retain 10 years and dispose of when usefulness to the department is complete.</p>	
39.	<p><u>ASSESSED BILLING ON ACCOUNTS RECEIVABLE</u></p> <p>Dates: 1984 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by date/Numerical by billing number Location: Water collection</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	
40.	<p><u>CONTROL LEDGER (SUBSIDIARY)</u></p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by date Location: Water Collection</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	
41.	<p><u>MONTHLY REPORT (ORIGINAL) ON ACCOUNTS</u></p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by month Location: Water collection</p> <p>Recommendation: Retain 2 years and dispose of.</p>	

APPLICATION FOR AUTHORITY TO
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
542.	<p><u>REFUNDS CERTIFICATES</u> Date of overpayment & signature</p> <p>Dates: 1980 - Volume: 6 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological by date Location: 082403</p>	
	<p>Recommendation: Retain 5 years and dispose of if audited.*</p>	
543.	<p><u>NON METERED RECORD CARDS</u> Comments, changes</p> <p>Dates: 1920 - Volume: 100 cu. ft. Annual Accumulation: 1 1/2 cu. ft. Arrangement: Numerical by non-meter number Location: 082071 - 80</p>	
	<p>Recommendation: Retain permanently.+</p>	
544.	<p><u>COPY OF METER CHANGED (METER REPAIR ORDER)</u></p> <p>Dates: 1982 - Volume: 32 cu. ft. Annual Accumulation: 16 cu. ft. Arrangement: Numerical by order number Location: 082205 - 11</p>	
	<p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
545.	<p><u>MICROFICHE</u> Of individual account, billing, payment and adjustment</p> <p>Dates: 1973 - Volume: 1 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name Location: Water collection</p>	
	<p>Recommendation: Retain 7 years and dispose of if audited.*</p>	

APPLICATION FOR AUTHORITY TO
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EM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
546.	<p><u>METER EXAMINATION ORDERS</u> Re-read a meter &/or send an inspector to find leaks - Originals</p> <p>Dates: 1979 - Volume: 6 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Numerical by meter order Location: 08225 - 082219</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	
547.	<p><u>INQUIRIES BY CUSTOMER (COMPLAINTS)</u></p> <p>Dates: 1983 - Volume: 14 cu. ft. Annual Accumulation: 7 cu. ft. Arrangement: Alphabetical by name Location: 082203 - 082221</p> <p>Recommendation: Retain 3 years and dispose of.</p>	
548.	<p><u>COPIES OF LETTERS SENT TO CUSTOMERS</u></p> <p>Dates: 1979 - Volume: 5 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological by date Location: 082221 - 082220</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
49.	<p><u>CORRESPONDENCE FILE</u></p> <p>Dates: 1977 - Volume: 6 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Alphabetical by subject Location: 08222136</p> <p>Recommendation: Purge file annually of all non-essential materials & dispose of when administrative use is complete. Files must be weeded so that records having legal, historical, or administrative use are retained.</p>	

APPLICATION FOR AUTHORITY TO
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
50.	<p><u>EMPLOYEE FILE (PERSONNEL)</u> Application, evaluation, change of salary, sick leave forms & vacation</p> <p>Dates: 1926 - Volume: 14 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical - active & inactive Location: 082033 - 082331</p> <p>Recommendation: Retain and transfer to the Department of Personnel upon termination of employment.</p>	
51.	<p><u>COPIES OF DISCIPLINARY ACTION, SALARY CHANGE</u></p> <p>Dates: 1928 - Volume: 2 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by payroll number Location: 082036</p> <p>Recommendation: Retain 5 years and dispose of.</p>	
52.	<p><u>EMPLOYEE INDEX CARDS</u> Name, address, job title</p> <p>Dates: 1898 - Volume: 1 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Alphabetical by name Location: Water collection</p> <p>Recommendation: Retain permanently.+</p>	
53.	<p><u>INACTIVE REFUND VOUCHERS</u></p> <p>Dates: 1930 - 1957 Volume: 5 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by voucher number Location: Water collection</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	
54.	<p><u>RETURNED CHECKS & STUBS</u></p> <p>Dates: 1975 - Volume: 4 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by check number Location: Water collection</p> <p>Recommendation: Retain 7 years and dispose of if audited.*</p>	

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EM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
55.	<p><u>PAYROLL - TIME CARD - LEDGER</u> Name, salary, grade, title (Original) for office & field</p> <p>Dates: 1978 - Volume: 5 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Numerical by payroll number/Chronological by day Location: Water collection</p> <p>Recommendation: Retain permanently.+</p>	
56.	<p><u>TIME ROLL OF EMPLOYEES (COPY)</u></p> <p>Dates: 1980 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Water collection</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
57.	<p><u>PAYROLL RECORDS - COPY</u></p> <p>Dates: 1980 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by payroll number Location: Water collection</p> <p>Recommendation: Retain 2 years and dispose of.</p>	
58.	<p><u>FIELD DIVISION PAYROLL REGISTER</u></p> <p>Dates: 1982 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Numerical by payroll number Location: Water collection</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	
59.	<p><u>EMPLOYEES DAILY TIME REPORT</u></p> <p>Dates: 1979 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Water collection</p> <p>Recommendation: Retain 2 years and dispose of if audited.*</p>	

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS
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EM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
360.	<p><u>I.B.M. TABULATING CARDS</u></p> <p>Dates: 1965 - Volume: 30 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological by date Location: Room 1118 - West wall</p> <p>Recommendation: Retain 5 years and dispose of.</p> <p style="text-align: center;">-----</p>	

State of Illinois
Local Records Commission
Archives Building
Springfield, IL 62756
217/782-7075

JIM EDGAR
Secretary of State
and
State Archivist

APPLICATION NO. 84-91MC
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**APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS**

County Cook	City or Town Chicago	LOCAL RECORDS COMMISSION APPROVAL: _____ CHAIRMAN _____ SECRETARY OF STATE _____ DATE
Agency City of Chicago - Department of Water		
Division Office of the Commissioner		
Phone AC <u>312 / 744 / 7004</u>		
I HEREBY CERTIFY THAT THE RECORDS DESCRIBED IN THIS APPLICATION ARE NOT NEEDED IN THE TRANSACTION OF CURRENT BUSINESS AND ARE NOT OF SUFFICIENT ADMINISTRATIVE, LEGAL, OR FISCAL VALUE TO WARRANT FURTHER PRESERVATION. HEAD OF AGENCY		_____ DATE
SUBMIT ORIGINAL AND ONE COPY TO LOCAL RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.		_____ DATE

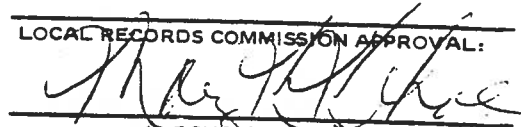


ITEM NUMBER	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
1.	<p>"I hereby certify that microfilm copies, made in accordance with the standards of the Local Records Commission, will be adequate substitutes for the original records."</p> <p><u>ANNUAL REPORTS</u> For South Filtration Plant Roll numbers 24-26</p> <p>Dates: 1967 - Volume: 2 rolls Annual Accumulation: Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 7 years and disposed of if audited.*</p>	
2.	<p><u>CHEMICAL CONTROL LABORATORY ANALYSIS</u> Roll numbers 18 through 23</p> <p>Dates: 1969 - 1987 Volume: 6 rolls Annual Accumulation: Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 10 years</p>	

JIM EDGAR
 Secretary of State
 and
 State Archivist

State of Illinois
 Local Records Commission
 Archives Building
 Springfield, IL 62756
 217/782-7075

APPLICATION NO. 84-91MR
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**APPLICATION FOR AUTHORITY TO
 DISPOSE OF LOCAL RECORDS**

County <u>Cook</u>	City or Town <u>Chicago</u>	LOCAL RECORDS COMMISSION APPROVAL:  CHAIRMAN  SECRETARY OF STATE <u>7/10/84</u> DATE
Agency <u>City of Chicago - Department of Water</u>		
Division <u>Office of the Commissioner</u>		
Phone AC <u>312 / 744 / 7004</u>		
I HEREBY CERTIFY THAT THE RECORDS DESCRIBED IN THIS APPLICATION ARE NOT NEEDED IN THE TRANSACTION OF CURRENT BUSINESS AND ARE NOT OF SUFFICIENT ADMINISTRATIVE, LEGAL, OR FISCAL VALUE TO WARRANT FURTHER PRESERVATION.		
 HEAD OF AGENCY		<u>5/2/84</u> DATE
SUBMIT ORIGINAL AND ONE COPY TO LOCAL RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.		

ITEM NUMBER	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
1.	<p><u>ANNUAL REPORTS</u> For South Filtration Plant Roll numbers 24-26</p> <p>Dates: 1967 - Volume: 2 rolls Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 7 years and disposed of if audited.*</p>	
2.	<p><u>CHEMICAL CONTROL LABORATORY ANALYSIS</u> Roll numbers 18 through 23</p> <p>Dates: 1969 - Volume: 6 rolls Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the</p>	

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 74-9/mc
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EM O.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
3.	<p><u>LANGELIER REPORTS</u> Rolls number 23 and 26</p> <p>Dates: 1976 - Volume: 2 rolls Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 10 years and may be disposed of, if audited.*</p>	
4.	<p><u>SEDIMENT LOG</u> Roll numbers 24 - 26</p> <p>Dates: 1972 - Volume: 2 rolls Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 7 years and may be disposed of.</p>	
5.	<p><u>WATER QUALITY DATA</u> Roll numbers 24 - 26</p> <p>Dates: 1956 - Volume: 2 rolls Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 10 years and may be disposed of.</p>	

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS
(CONTINUATION SHEET)

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EM O.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
6.	<p><u>CHEMICAL TREATMENT REPORT</u> Roll numbers 24-26</p> <p>Dates: 1945 - Volume: 26 rolls Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 10 years and may be disposed of</p>	
7.	<p><u>CHEMICAL AND MICROBIOLOGICAL ANALYSIS</u> Roll numbers 24 - 26</p> <p>Dates: 1968 - Volume: 2 rolls Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 10 years and may be disposed of</p>	
8.	<p><u>PUMPING STATION WORKSHEETS</u> Roll numbers 1 and 25</p> <p>Dates: 1977 - Volume: 2 rolls Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 2 years and may be disposed of.</p>	

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS
(CONTINUATION SHEET)

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EM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
9.	<p><u>RESERVOIR REPORT (DAILY)</u> Roll numbers 2 - 25</p> <p>Dates: 1969 - Volume: 2 rolls Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 2 years and may be disposed of.</p>	
10.	<p><u>DAILY REPORT TO WATER OPERATIONS</u> Roll numbers 3 - 25</p> <p>Dates: 1975 - Volume: 2 rolls Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 2 years and may be disposed of.</p>	
11.	<p><u>PUMPING STATIONS WORKSHEETS</u> Roll number 4</p> <p>Dates: 1977 - Volume: 1 roll Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 5 years and may be disposed of.</p>	
12.	<p><u>CHEMICAL CONTROL RECORD LOG</u> Roll numbers 5 through 14 and 23</p> <p>Dates: 1966 - Volume: 11 rolls Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 10 years and may be disposed of.</p>	

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS
(CONTINUATION SHEET)

EM O.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
13.	<p><u>LOW LIFT PUMPING STATION LOG</u> Roll numbers 16 & 17 & 26</p> <p>Dates: 1973 - Volume: 2 rolls Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained permanently. A security copy of the microfilm may be deposited in the Illinois State Archives.</p> <p>-----</p>	

**APPLICATION FOR AUTHORITY TO
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<u>WATER DISTRIBUTION (ENGINEERING)</u>	
14.	<p><u>PLATS</u> Water mains, valves, hydrants, size of pipe, type of pipe</p> <p>Dates: 1880 - Volume: 5 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by plat number Location: Room 3030</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained permanently.</p>	
15.	<p><u>APERTURE FILMS (SLIDES ON CARD) OF STOCKPILES OF PLUMBING WHICH SERVE AS MATERIAL REQUISITION</u> MMM5024 Brand Filmsort Cards - Product of 3M Company</p> <p>Dates: 1973 - Volume: 2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Aisle of 6th circle, vault 56-58B, Level 00 Basement</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 2 years and may be disposed of if audited.*</p>	
16.	<p><u>DAILY REPORT TO BUREAU OF WATER OPERATIONS</u></p> <p>Dates: 1973 - Volume: 3 3/4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Shelf 15, Room 316, Shelf 37, 82</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 2 years and then may be disposed of.</p>	

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS
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APPLICATION NO. 84-91 MC
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EM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
17.	<p><u>LOW LIFT PUMPING STATION</u> Pump number and venturi reading - xerox copies</p> <p>Dates: 1982 - Volume: 1/2 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Shelf 36, Room 316</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 2 years and then may be disposed of.</p>	
18.	<p><u>CHEMICAL CONTROL RECORD</u> Hourly pumpage flow and elevation data (MGD units) (Venturi totalizer differential and Filter Log information) - xerox copies and originals (FP 161 A4 Bin-24)</p> <p>Dates: 1966 - Volume: 18 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Shelf 14, Room 316, South Filtration Plant, Shelves 35,34,83, 29, 31,42,27,26,39</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 10 years and then may be disposed of.</p>	
19.	<p><u>SWFP LOG SHEET OF OPERATION OF WESTERN AVE P.S. RESERVOIR</u> (10-411, F,P,747 original)</p> <p>Dates: 1973 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Location: Shelf 49, Room 316, South Water Filtration Plant, Shelf 51</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained permanently. A security copy of the microfilm may be deposited in the Illinois State Archives.</p>	

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
20.	<p><u>LOW LIFT PUMPING STATION OPERATING LOG</u> Form 22-277A</p> <p>Dates: 1970 - Volume: 11 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Room 316, Shelves 36,30,38,69,54,59,60,58</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained permanently. A security copy of the microfilm may be deposited in the Illinois State Archives.</p>	
21.	<p><u>OPERATING SECTION MEMORANDUM</u> Form 15-809 - original in pencil (time pump stopped and started)</p> <p>Dates: 1970 - Volume: 75 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Room 316, Shelf 36, 38, 69, 54</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 5 years and then may be disposed of.</p>	
22.	<p><u>SWFP CONTROL ROOM WORKSHEET</u> Pumping Station data (original)</p> <p>Dates: 1973 - Volume: 4 3/4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Shelf 14,15, Room 316</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 5 years and then may be disposed of.</p>	

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
20.	<p><u>LOW LIFT PUMPING STATION OPERATING LOG</u> Form 22-277A</p> <p>Dates: 1970 - Volume: 11 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Room 316, Shelves 36,30,38,69,54,59,60,58</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained permanently. A security copy of the microfilm may be deposited in the Illinois State Archives.</p>	
21.	<p><u>OPERATING SECTION MEMORANDUM</u> Form 15-809 - original in pencil (time pump stopped and started)</p> <p>Dates: 1970 - Volume: 75 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Room 316, Shelf 36, 38, 69, 54</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 5 years and then may be disposed of.</p>	
22.	<p><u>SWFP CONTROL ROOM WORKSHEET</u> Pumping Station data (original)</p> <p>Dates: 1973 - Volume: 4 3/4 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by day Location: Shelf 14,15, Room 316</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 5 years and then may be disposed of.</p>	

**APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS**
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
23.	<p><u>WATER QUALITY DATA (ORIGINAL)</u></p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by monthly record Location: Shelf 11, Room 316, South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained permanently. A security copy of the microfilm may be deposited in the Illinois State Archives.</p>	
24.	<p><u>SUMMARY OF CHEMICAL TREATMENT (COPIES)</u></p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by month Location: Room 316, Shelf 11, South Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 5 years and then may be disposed of.</p>	
25.	<p><u>CHEMICAL & MICROBIOLOGICAL ANALYSIS</u> (SWFP813A copy)</p> <p>Dates: 1983 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by year Location: Room 316, Shelf 11</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 10 years and then may be disposed of.</p>	

**APPLICATION FOR AUTHORITY TO
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EM O.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
26.	<p><u>SUPPLEMENTARY DATA SHEET</u> (Original revised 1961, B.S.E.E. FP-163-A) Attached to Daily Chemical Control Laboratory Analysis</p> <p>Dates: 1964 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by day Location: Shelf, Room 316, South Water Filtration Plant</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 10 years and then may be disposed of.</p>	
27.	<p><u>ANALYSIS REPORT ON CHEMICALS, CHEMICAL CONTROL LABORATORY ANALYSIS</u> (FP-163-AZ BIN-18) (Originals in pencil) (FF-163-AL BIN-18)</p> <p>Dates: 1964 - Volume: 27 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year Location: Purification, Room 316, Storage Room South Filtration Plant, Shelf 2,3,4,5,6,8,13,21,22,23,37,52,75,76,74,77</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained permanently. A security copy of the microfilm may be deposited in the Illinois State Archives.</p>	
28.	<p><u>ADJUSTMENT DOCUMENTS ON WATER BILLS</u></p> <p>Dates: 1979 - Volume: 30 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by month/day Location: Water Collection</p> <p>Recommendation: Microfilm and the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 7 years and then may be disposed of if audited.*</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
29.	<p><u>BILLINGS CASH, APPLICATION BILLINGS</u></p> <p>Dates: 1980 - Volume: 5 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by date Location: South Aisle, 3rd aisle, 56-58 Vault, Level 00</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained 7 years and then may be disposed of.</p>	
30.	<p><u>OLD PLATBOOK FILES</u> (Now obsolete - those topics are now on aperture cards)</p> <p>Dates: 1966 - Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Numerical by assigned number Location: South Aisle, 3rd aisle, 56-58 vault, Level 00</p> <p>Recommendation: Microfilm and then the originals may be disposed of, if microfilmed according to the standards and regulations of the Local Records Commission. The microfilm must be retained permanently.</p> <p style="text-align: center;">-----</p>	
*	<p>AUDIT CLAUSE</p> <p>Provided audit completed according to Illinois Revised Statutes 1983, Chapter 24, Article 8, Division 8.</p>	