

**STATE OF ILLINOIS  
RECORDS DISPOSAL CERTIFICATE**

APPLICATION #: 07-05

Send To: State Records Commission  
Margaret Cross Norton Building  
Springfield, Illinois 62768  
FAX: (217) 557-1928

STATE AGENCY: Illinois State University

office of the Vice President for Finance & Planning  
(Division, Bureau, Section)

For Assistance Call: (217)782-2847

ADDRESS: 302 Hovey Hall, Campus Box 1100  
(Street, P.O. Box)

Normal, IL 61790-1100

(City, Zip Code)

**Directions:**

1. Fill in all blanks and columns and sign.
2. Send original certificate and a copy to above address 30 days prior to the disposal date.
3. Retain records and one copy of Disposal Certificate until the disposal date and approved copy is returned. Retain approved copy permanently.

CONTACT TELEPHONE: 309-438-2145

CONTACT EMAIL: ljone4@ilstu.edu

ITEM NO. FROM APPLICATION	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)	METHOD OF DISPOSAL
100.001	President's Authorization for Purchases	7/1/13-6/30/14	Negligible	Shred
100.003	Illinois Board of higher Ed Studies & Reports (Duplicates)	7/1/13-6/30/14	Negligible	Shred
200.001	Legislative Appropriation Bills (Agency Record Copies)	7/1/14-6/30/15	Negligible	Shred
200.002	Governor's Office & ISL Forms (Agency Record Copies)	7/1/13-6/30/14	Negligible	Shred
200.003	Personnel Services Budget report forms and related paper	7/1/13-6/30/14	Negligible	Shred
200.004	Resource Allocation Mgmt Program (RAMP) Agency Copy	7/1/12-6/30/13	Negligible	Shred
200.005	Salary Increase Files	7/1/15-6/30/16	Negligible	Shred
300.001	Property Tax Records (Agency Record Copy)	7/1/12-6/30/13	Negligible	Shred
300.002	Property Tax Exemption Certificates (Agency Record)	7/1/12-6/30/13	Negligible	Shred
300.003	AFS Bond Documents	7/1/08-6/30/09	Negligible	Shred
300.004	External Audit Reports	7/1/98-6/30/99	Negligible	Shred
310.001	Administrative Files	7/1/12-6/30/13	Negligible	Shred
310.002	Audit Work Papers	7/1/12-6/30/13	Negligible	Shred
310.003	Banking Documents (Agency Record)	7/1/12-6/30/13	Negligible	Shred
320.001	Accounting Journal Entries	7/1/12-6/30/13	Negligible	Shred

If any of the above permanent records are microfilmed, I hereby certify that they have been reproduced in compliance with standards given in Section 4400.50 of the Regulations of the State Records Commission.

If the above permanent records are digitized, I certify that they have been reproduced in compliance with standards given in Section 4400.70 and will be maintained in compliance with standards given in Section 4400.80 of the Regulations of the State Records Commission.

I hereby certify that, in compliance with authorization received from the State Records Commission, the records listed above will be disposed of on or after

June 30, 2019

Date

*Doug Schnittker*  
Signature

5/22/19  
Date

Doug Schnittker, Comptroller  
Print name and title on line above

Approved:

*Della Jan*

5/24/19

Chairman, State Records Commission  
Director, Illinois State Archives

Date

(Signature required only if records are scheduled for permanent retention and have been microfilmed or digitized)

# STATE RECORDS DISPOSAL CERTIFICATE SUPPLEMENTAL PAGE

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ITEM NO. FROM APPLICATION	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)	METHOD OF DISPOSAL
320.002	Bank Statements	7/1/12-6/30/13	.50	Shred
320.003	Bond Destruction Certificates	7/1/07-6/30/08	.50	Shred
320.004	Bond Interest & Redemption Schedules (C-05)	7/1/07-6/30/08	Negligible	Shred
320.005	Auxiliary Facilities Systems Construction Projects	7/1/07-6/30/08	.20	Shred
320.006	Food, Supply, Merch Inventory List (Duplicates)	7/1/12-6/30/13	.10	Shred
320.007	Invoice Vouchers	7/1/12-6/30/13	5	Shred
320.008	Month Financials & Related Accounting Docs	7/1/12-6/30/13	1	Shred
<del>320.009</del>	<del>Notice of Payments of Interest &amp; Principal (C-08)</del>	<del>7/1/12-6/30/13</del>	<del>.10</del>	<del>Shred</del>
320.010	Cash Receipts (Duplicates)	7/1/12-6/30/13	.25	Shred
320.011	Fixed Asset Records and Depreciation Schedules	7/1/12-6/30/13	.25	Shred
320.012	Work Orders (Duplicates)	7/1/17-6/30/18	1	Shred
320.013	Cancelled Checks (Originals)	7/1/12-6/30/13	.10	Shred
320.014	Cash Control Sheets	7/1/16-6/30/17	Negligible	Shred
320.015	Monthly Bank Reconciliations	7/1/16-6/30/17	Negligible	Shred
320.016	Request for New Accounts (Originals)	7/1/12-6/30/13	Negligible	Shred
320.017	Equipment Records (C-15) Agency Copy	7/1/12-6/30/13	Negligible	Shred
320.018	Local Funds Reports Agency Copy	7/1/12-6/30/13	Negligible	Shred
320.019	Payroll Listings (Duplicates)	7/1/16-6/30/17	.25	Shred
320.020	Audit Work Papers	7/1/08-6/30/09	.50	Shred
320.021	Travel Exception Reports	7/1/15-6/30/16	Negligible	Shred
320.022	Travel Headquarters Reports - Agency Copy	7/1/15-6/30/16	Negligible	Shred
320.023	Unclaimed Property Reports - Agency Copy	7/1/08-6/30/09	Negligible	Shred
320.024	ACH Authorization Forms	7/1/12-6/30/13	Negligible	Shred
320.025	Request for Datatel Accounting System Access	7/1/08-6/30/09	Negligible	Shred
320.026	Void and Reissue Requests (Duplicates)	7/1/16-6/30/17	Negligible	Shred
320.027	W-9 or Equivalent	7/1/12-6/30/13	1	Shred
321.001	Fed, State, Local & Non-Govt Grant Files (Orig)	7/1/12-6/30/13	2	Shred
321.002	Quarterly Fed Cash Transaction Report (SF272)	7/1/12-6/30/13	Negligible	Shred
321.003	Time and Effort Statements	7/1/15-6/30/16	1	Shred
330.001	Check Reissue Request Forms	7/1/12-6/30/13	.25	Shred
330.002	Receipts and Cashier Work Papers	7/1/12-6/30/13	1	Shred
330.003	Receipts from the CARS Billings	7/1/12-6/30/13	.50	Shred
330.004	Short Term Loan Promissory Notes	7/1/15-6/30/16	1	Shred
330.005	Cash Travel Advance Forms	7/1/12-6/30/13	Negligible	Shred
330.006	ACH Authorization Forms - CARS & Perkins Accts	7/1/12-6/30/13	Negligible	Shred
330.007	TouchNet Credit Requests	7/1/12-6/30/13	Negligible	Shred
330.008	Alternative Loan Signatures	7/1/12-6/30/13	Negligible	Shred
330.009	Federal Perkins Loans - Paid In Full Files	7/1/15-6/30/16	Negligible	Shred
330.011	Collection Agency and Attorney Payment Reports	7/1/15-6/30/16	Negligible	Shred
330.012	1098-T Forms - Agency Record	7/1/08-6/30/09	1	Shred
330.013	Perkins Reconciliations	7/1/12-6/30/13	.30	Shred

10 yr retention  
ITEM NOT APPROVED

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SUPPLEMENTAL PAGE**

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ITEM NO. FROM APPLICATION	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)	METHOD OF DISPOSAL
330.014	Returned Checks	✓ 7/1/12-6/30/13	.50	Shred
330.015	Long Term Loan Promissory Notes	✓ 7/1/15-6/30/16	.50	Shred
330.016	Illinois E-Pay Activity Reports - Agency Copy	✓ 7/1/12-6/30/13	.25	Shred
330.017	Quarterly Accounts Receivable Reports	✓ 7/1/15-6/30/16	Negligible	Shred
330.018	Agency Fee Imposition Reports - Agency Copy	✓ 7/1/15-6/30/16	Negligible	Shred
340.001	Purchase Orders	✓ 7/1/12-6/30/13	2	Shred
340.002	Bid Files	✓ 7/1/08-6/30/09	2	Shred
340.003	Office Supply Invoices	✓ 7/1/12-6/30/13	1	Shred
340.004	Procurement Contracts	✓ 7/1/08-6/30/09	2	Shred
340.005	Dept. Credit Card Statements	✓ 7/1/12-6/30/13	Negligible	Shred
340.006	Dept. Credit Card Applications	✓ 7/1/12-6/30/13	.25	Shred
340.007	Bidder Application Forms	✓ 7/1/12-6/30/13	Negligible	Shred
340.008	Certificate of Insurance	✓ 7/1/12-6/30/13	1	Shred
340.009	Alcohol Application & Permits - Agency Copy	✓ 7/1/12-6/30/13	Negligible	Shred
340.010	University Vehicle Titles	✓ 7/1/13-6/30/14	Negligible	Shred
340.011	Business Enterprise Program - Agency Copies	✓ 7/1/08-6/30/09	Negligible	Shred
350.001	Deposit Receipts	✓ 7/1/12-6/30/13	2	Shred
350.002	Purchase Refund Forms	✓ 7/1/12-6/30/13	1	Shred
350.003	Redbird ID Card Replacement Forms	✓ 7/1/12-6/30/13	.50	Shred
350.004	Debit Account Cash Withdrawal Forms (Duplicate)	✓ 7/1/12-6/30/13	Negligible	Shred
350.005	Debit Account Refund Forms	✓ 7/1/15-6/30/16	Negligible	Shred
350.006	Debit Account Reconciliations	✓ 7/1/12-6/30/13	Negligible	Shred
350.007	Vendor Reports	✓ 7/1/12-6/30/13	Negligible	Shred
350.008	ID Photographs	✓ 7/1/08-6/30/09	Negligible	Shred
350.009	Redbird Card Office Income Statements	✓ 7/1/08-6/30/09	Negligible	Shred
350.010	Redbird Card Database	✓ 7/1/13-6/30/14	Negligible	Shred
350.011	Equipment Check Out Forms	✓ 7/1/16-6/30/17	Negligible	Shred
350.012	Card Equipment Inventory	✓ 7/1/16-6/30/17	Negligible	Shred
360.001	Time Reporting Documents	✓ 7/1/15-6/30/16	2	Shred
360.002	Individual Payroll Summary and Detail	✓ 7/1/15-6/30/16	1	Shred
360.003	Termination and Resignation Benefit Payouts	✓ 7/1/15-6/30/16	Negligible	Shred
360.005	W-2's	✓ 7/1/11-6/30/12	1	Shred
360.006	Deduction Registers	✓ 7/1/15-6/30/16	Negligible	Shred
360.007	Gross Distributions (ISI 436)	✓ 7/1/15-6/30/16	Negligible	Shred
360.008	Withholding Authorizations	✓ 7/1/16-6/30/17	2	Shred
360.009	Payroll Check Registers (ISI 430)	✓ 7/1/15-6/30/16	Negligible	Shred
360.010	Payroll Reports	✓ 7/1/15-6/30/16	1.25	Shred
370.001	Investment Purchase Forms	✓ 7/1/12-6/30/13	Negligible	Shred
370.002	University Investment Agreements	✓ 7/1/13-6/30/14	Negligible	Shred
370.003	Trading Authorizations	✓ 7/1/15-6/30/16	Negligible	Shred
420.001	UPS Charge Slips	✓ 7/1/15-6/30/16	Negligible	Shred

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420.002	Bulk Mail Receipts	✓ 7/1/15-6/30/16	1	Shred
420.003	Postage Monthly Usage Report	✓ 7/1/15-6/30/16	.25	Shred
430.001	Accident Reports and Records	✓ 7/1/08-6/30/09	1	Shred
430.002	Hazardous Waste Disposal Forms	✓ 7/1/93-6/30/94	Negligible	Shred
430.003	Industrial Hygiene & Environmental Quality	✓ 7/1/08-6/30/09	1	Shred
430.004	Asbestos Abatement Project Records	✓ 7/1/88-6/30/89	.5	Shred
430.005	Complaint Investigation Files	✓ 7/1/08-6/30/09	Negligible	Shred
430.006	Fire, Explosion and Alarm Incident Reports	✓ 7/1/08-6/30/09	Negligible	Shred
430.007	Radiation Manual & Relevant Source Insp. Rpts	✓ 7/1/03-6/30/04	Negligible	Shred
430.008	Workers' Compensation Case Files	✓ 7/1/13-6/30/14	7	Shred
430.009	Vehicle Accident Reports	✓ 7/1/13-6/30/14	1	Shred
440.001	Investigative Case Files (Originals)	✓ 7/1/08-6/30/09	3.5	Shred
440.002	Master Name File (Originals)	✓ 7/1/08-6/30/09	.50	Shred
440.003	University Violation Citation (Duplicate) 1 yr. re	✓ 7/1/13-6/30/14	.25	<b>ITEM NOT APPROVED</b>
440.004	Traffic Violation Citations (Agency Copy)	✓ 7/1/08-6/30/09	1	Shred
440.005	Traffic Accident Report (Agency Copy)	✓ 7/1/08-6/30/09	1	Shred
440.006	Firearms Training & Qualifications Record (Orig.)	✓ 7/1/13-6/30/14	Negligible	Shred
440.007	Uniform Crime Reports (Original)	✓ 7/1/08-6/30/09	.50	Shred
440.008	Intelligence Information Reports	✓ 7/1/15-6/30/16	Negligible	Shred
440.009	Campus Crime Report	✓ 7/1/68-6/30/69	.25	Shred
440.010	Evidence Inventory & Property Receipts (Orig.)	✓ 7/1/13-6/30/14	Negligible	Shred
440.011	Patrol Shift Schedules/Activity Forms/Logs	✓ 7/1/11-6/30/12	1	Shred
440.012	LEADS - Comp Hot Files	✓ 7/1/17-6/30/18	Negligible	Shred
440.013	LEADS - Validation Pack	✓ 7/1/16-6/30/17	Negligible	Shred
440.014	LEADS - Hit Service Records	✓ 7/1/11-6/30/12	.50	Shred
440.015	LEADS - Direct Messages	✓ 7/1/17-6/30/18	Negligible	Shred
440.016	LEADS - CHRI Month Logs	✓ 7/1/13-6/30/14	Negligible	Shred
440.017	LEADS - Secondary CHRI	✓ 7/1/15-6/30/16	Negligible	Shred
500.001	Personnel Files	✓ 7/1/13-6/30/14	1.5	Shred
500.002	Civil Service Register	✓ 7/1/13-6/30/14	.25	Shred
500.003	Recruitment History	✓ 7/1/13-6/30/14	5	Shred
500.004	Employment Applications	✓ 7/1/16-6/30/17	6	Shred
510.001	Group Insurance Enrollment & Verification	✓ 7/1/15-6/30/16	1.8	Shred
510.002	Tax Deferred Annuity Records	✓ 7/1/15-6/30/16	.25	Shred
510.003	Disability, FMLA, Extended Illness Requests	✓ 7/1/15-6/30/16	.10	Shred
510.004	Tuition Waiver Requests	✓ 7/1/15-6/30/16	.75	Shred
510.005	Direct Bill Insurance Requests	✓ 7/1/15-6/30/16	.25	Shred
510.006	Life Insurance & Long-Term Disability Carrier Rpt	✓ 7/1/15-6/30/16	.25	Shred
510.007	Sick Leave Bank Benefit	✓ 7/1/15-6/30/16	.25	Shred

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510.008	Employee Unemployment Insurance Case Files	✓ 7/1/12-8/30/13	.50	Shred
510.009	State Group Monthly Billing Records	✓ 7/1/15-8/30/16	2	Shred
520.001	Collective Bargaining Files	✓ 7/1/11-8/30/12	2	Shred
520.002	Grievance/ Arbitration Files-Civil Service Emp	✓ 7/1/08-8/30/09	1	Shred
530.001	Monthly Account Summaries	✓ 7/1/13-8/30/14	Negligible	Shred
530.002	Physical Fitness Readiness Questionnaire	✓ 7/1/15-8/30/16	Negligible	Shred
530.003	Informed Consent Waivers	✓ 7/1/15-8/30/16	Negligible	Shred
530.004	Monthly Payroll Deduction Summary	✓ 7/1/13-8/30/14	.15	Shred
530.005	Faculty/Staff Fitness Program Registration Form	✓ 7/1/17-8/30/18	Negligible	Shred
600.001	Mandated Reports	✓ 7/1/08-8/30/09	.25	Shred
600.002	Faculty/Staff Characteristics Data	✓ 7/1/08-8/30/09	1	Shred
600.003	Student Enrollments & Degree Characteristics	✓ 7/1/08-8/30/09	.20	Shred
700.001	Project Work Orders & Acceptance Forms (Dupl)	✓ 7/1/15-8/30/16	1	Shred
700.002	Maintenance and Repair (Duplicates)	✓ 7/1/13-8/30/14	1	Shred
700.003	Project Planning Documents	✓ 7/1/15-8/30/16	1	Shred
800.001	Work Order Requests	✓ 7/1/17-8/30/18	1.5	Shred
800.002	Daily Time Sheets	✓ 7/1/17-8/30/18	4	Shred
800.003	Material Charge Slips	✓ 7/1/17-8/30/18	2	Shred
800.004	Key Requests	✓ 7/1/17-8/30/18	4	Shred
800.005	Facilities Management Billings	✓ 7/1/17-8/30/18	4	Shred
810.001	Illinois St. Uni. Waste Reduction Plan (Dupl)	✓ 7/1/08-8/30/09	Negligible	Shred
820.001	Pesticide Application Report	✓ 7/1/13-8/30/14	Negligible	Shred
840.001	Property Control Annual Inventory	✓ 7/1/15-8/30/16	1.5	Shred
840.002	Equipment Vouchers (Duplicates)	✓ 7/1/15-8/30/16	2.5	Shred
840.003	Surplus Equipment Removal Form	✓ 7/1/15-8/30/16	2	Shred
840.004	Donated Equipment Form	✓ 7/1/15-8/30/16	Negligible	Shred
840.005	State Surplus Equip Sales Form (Duplicate)	✓ 7/1/15-8/30/16	Negligible	Shred
840.006	Equipment Transaction Form	✓ 7/1/15-8/30/16	Negligible	Shred
840.007	Code 40-Central Management Services Form	✓ 7/1/15-8/30/16	.5	Shred
840.008	Receipt Manifest	✓ 7/1/15-8/30/16	1.5	Shred
840.009	Freight Bills	✓ 7/1/15-8/30/16	1	Shred
900.003	Project Files by Contractors Architects (Agency)	✓ 7/1/08-8/30/09	1	Shred
950.001	Annual Emissions Report	✓ 7/1/13-8/30/14	.25	Shred
950.002	Natural Gas Commodity Purchase	✓ 7/1/12-8/30/13	1	Shred
950.003	Pool Log Report	✓ 7/1/14-8/30/15	1	Shred
950.004	Lead/Copper Domestic Water Sampling	✓ 7/1/13-8/30/14	.25	Shred
950.005	Chlorine Testing Report	✓ 7/1/13-8/30/14	.25	Shred
950.006	Consumer Confidence Report	✓ 7/1/13-8/30/14	1	Shred
950.007	BiMonthly Domestic Water Testing	✓ 7/1/13-8/30/14	1	Shred
950.008	SOV/VOC Testing Reports	✓ 7/1/13-8/30/14	.25	Shred
950.009	Refrigerant Recovery, Recycling, & Reclaim Rpts	✓ 7/1/15-8/30/14	.50	Shred

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950.010	Refrigerant Leak Report	✓ 7/1/15-6/30/16	.50	Shred
950.011	Refrigerant Equipment Disposal	✓ 7/1/15-6/30/16	.50	Shred
950.012	Refrigerant Usage, & Reclamation Report	✓ 7/1/15-6/30/16	.50	Shred
950.013	Annual Water Consumption Report	✓ 7/1/15-6/30/16	.75	Shred
950.014	Chemical Analysis Report	✓ 7/1/08-6/30/09	.75	Shred

**RECEIVED**  
MAY 22 2019

State Records Commission