

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 02:024C

TO: Local Records Commission
Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

RECEIVED

COUNTY: Cook

JUN 7 2024

FROM: Green Hills Public Library District

ADDRESS: (Agency Division)
8611 W. 103rd Street

(Street, P.O. Box)
Palos Hills, IL 60465

(City, ZIP)

CONTACT TELEPHONE: (708) 598-8446

CONTACT EMAIL: jjenkins@greenhillslibrary.org

LOC.REC.COMM.

Directions:

1. Fill in all blanks and columns.
2. Application item numbers must be listed in numerical order.
3. Record series titles must be listed as they appear on application.
4. Sign and send certificate to above address.
5. Retain records until approved copy is returned.
6. This form can be found online at ilsos.gov.

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES (MONTH/YEAR)	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
1	Administrative/Correspondence Files	7/22-6/23	4 ✓
2	Agendas, 1 Copy Permanently-duplicate copies	7/22-6/23	Negligible ✓
7	Appraisals	7/20-6/21	Negligible ✓
8	Assessed Valuation Reports	7/16-6/17	Negligible ✓
9	Audits-Duplicate Copies	7/22-6/23	Negligible ✓
10	Bid Records-Successful	7/13-6/14	Negligible ✓
10	Bid Records Unsuccessful	7/20-6/21	Negligible ✓
11	Bill/History Check/Invoice/Voucher Listings	7/16-6/17	0.5 ✓
13	Board Packets, 1 Copy Permanently-duplicate copies	7/22-6/23	0.5 ✓
15	Book Orders	7/22-6/23	Negligible ✓
16	Budget/Appropriation Ordinances	7/16-6/17	Negligible ✓
17	Budget Work Papers	7/21-6/22	Negligible ✓
18	Building/Meeting Room Use Applications	7/21-6/22	0.25 ✓
19	Cancelled Checks, Bank Statements and Deposit Slips	7/16-6/17	1 ✓
21	Cash Receipts	7/21-6/22	1 ✓
22	Census Records	7/16-6/17	Negligible ✓
23	Check Copies and Stubs	7/21-6/22	0.25 ✓
24	Circulation Statistics	7/16-6/17	Negligible ✓
25	Computer/Internet User Agreements	7/22-6/23	Negligible ✓
26	Contracts, Agreements and Leases	7/13-6/14	Negligible ✓
<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">70</div> <div style="transform: rotate(-15deg); font-weight: bold; font-size: 1.2em;">Dispositions Approved</div>			Total Volume from all pages Cu. Ft. <u>19.35</u> MB/GB _____

If any of the above records are microfilmed, I hereby certify that they have been reproduced in compliance with standards given in Sections 4000.50 and 4500.50 of the Regulations of the Local Records Commissions.

If the records are digitized, I certify that they have been reproduced in compliance with standards given in Sections 4000.70 / 4500.70 and will be maintained in compliance with standards given in Sections 4000.80 / 4500.80 of the Regulations of the Local Records Commissions.

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

Disposal date set by the ILSOS 7/22/24

Approved by ILSOS [Signature]

Signature of the Agency Official Jane Jenkins

Submission Date _____

JANE JENKINS, DIRECTOR

Print Agency Official name and title on line above

Prepared by: _____

(Signature required only if records have been microfilmed or digitized.)

**RECORDS DISPOSAL CERTIFICATE
SUPPLEMENTAL PAGE**

APPLICATION NO.: 02:024C

COUNTY: Cook

FROM: Green Hills Public Library District
(Agency, Division)

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
27	Cook County Tax Statements	7/16-6/17	Negligible ✓
28	Director's Reports	7/16-6/17	Negligible ✓
29	Election Records	7/22-6/23	Negligible ✓
30	Employment Applications (Solicited)	7/21-6/22	Negligible ✓
30	Employment Applications (Unsolicited)	7/22-6/23	Negligible ✓
31	Exhibit Agreements/Releases	7/21-6/22	Negligible ✓
32	Freedom of Information Act Requests & Denials	7/21-6/22	Negligible ✓
33	Grant Records	7/20-6/21	Negligible ✓
34	IMRF Records	7/16-6/17	Negligible ✓
35	Insurance Policies and Claims	7/15-6/16	Negligible ✓
36	Inter Library Loan Requests	7/22-6/23	Negligible ✓
37	Inventories	7/21-6/22	Negligible ✓
38	Investment Records	7/16-6/17	Negligible ✓
39	Job Descriptions	7/18-6/19	Negligible ✓
40	Ledgers, Journals & Registers	7/16-6/17	1 ✓
41	Legal Notices, Cert. of Publication, Press Releases	7/22-6/23	Negligible ✓
42	Legal Records	7/20-6/21	Negligible ✓
43	Library Card Registrations	7/21-6/22	1 ✓
44	Library/Community Surveys	7/22-6/23	Negligible ✓
45	Media Equipment Request Applications	7/22-6/23	Negligible ✓
46	Minutes-Copies	7/22-6/23	Negligible ✓
47	Newsletters/Brochures/Library Publications-copies	7/06-6/23	Negligible ✓
48	Officials Oaths and Bonds	7/21-6/22	Negligible ✓
49	Paid Bills, Invoices, Vouchers, and Warrants	7/16-6/17	2 ✓
50	Payroll Records	7/16-6/17	1 ✓
51	Personnel Records-per App guidelines	7/18-6/19	Negligible ✓
52	Petty Cash Records	7/16-6/17	Negligible ✓
52	Petty Cash Receipts	7/21-6/22	Negligible ✓
54	Program Files	7/20-6/21	0.5 ✓
55	Purchase Orders & Requisitions	7/21-6/22	0.25 ✓
57	Request for Consideration of Library Materials	7/22-6/23	Negligible ✓
58	Salary Schedules and Surveys	7/16-6/17	Negligible ✓
60	State & Federal Reports	7/16-6/17	Negligible ✓
60	State & Federal Reports: W4's	7/18-6/19	Negligible ✓
62	State of IL Personal Prop. Replacement Tax Record	7/16-6/17	Negligible ✓
63	Tax Exemption Records	7/16-6/17	Negligible ✓
64	Tax Levy Records	7/16-6/17	Negligible ✓
65	Time Records	7/21-6/22	0.5 ✓
66	Treasurer's Reports	7/16-6/17	Negligible ✓

**RECORDS DISPOSAL CERTIFICATE
SUPPLEMENTAL PAGE**
APPLICATION NO.: 02:024CCOUNTY: CookFROM: Green Hills Public Library District
(Agency, Division)

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
67	Unemployment Compensation Records	7/16-6/17	Negligible ✓
68	U.S. Dept. of Immigration & Naturalization Form I-9 if employed over 3 years	7/22-6/23	Negligible ✓
69	Worker's Compensation Records	7/16-6/17	Negligible ✓
70	Prevailing Wage Act Payroll Certifications	7/20-6/21	Negligible ✓
71	A.D.A. Compliance Forms and Accessibility Surveys	7/20-6/21	Negligible ✓
72	Emergency Response/Disaster Plans	7/20-6/21	Negligible ✓
73	Incident Reports	7/10-6/11	Negligible ✓
74	Instructors Personal Service Contracts	7/17-6/18	Negligible ✓
75	Strategic Plans	7/16-6/17	Negligible ✓
76	Inspections	7/18-6/19	Negligible ✓
77	Tax Rate Objections	7/15-6/16	Negligible ✓