

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 02:024C

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

COUNTY: Cook

FROM: Green Hills Public Library District

(Agency Division)
8611 W. 103rd Street

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

(City, ZIP)

CONTACT TELEPHONE: (708) 598-8446

CONTACT EMAIL: jjenkins@greenhillslibrary.org

RECEIVED
By dhuff at 9:59 am, Jul 25, 2025

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	7/23-6/24	4
2	Agendas, 1 Copy Permanently	7/23-6/24	Negligible
7	Appraisals	7/21-6/22	Negligible
8	Assessed Valuation Reports	7/17-6/18	Negligible
9	Audits-Duplicate Copies	7/23-6/24	Negligible
10	Bid Records-Successful	7/14-6/15	Negligible
10	Bid Records Unsuccessful	7/21-6/22	Negligible
11	Bill/History Check/Invoice/Voucher Listings	7/17-6/18	0.5
13	Board Packets, 1 Copy Permanently	7/23-6/24	0.5
15	Book Orders	7/23-6/24	Negligible
16	Budget/Appropriation Ordinances	7/17-6/18	Negligible
17	Budget Work Papers	7/22-6/23	Negligible
18	Building/Meeting Room Use Applications	7/22-6/23	0.25
19	Cancelled Checks, Bank Statements and Deposit Slips	7/17-6/18	1
21	Cash Receipts	7/22-6/23	1
22	Census Records	7/17-6/18	Negligible
23	Check Copies and Stubs	7/22-6/23	0.25
24	Circulation Statistics	7/17-6/18	Negligible
25	Computer/Internet User Agreements	7/23-6/24	Negligible
26	Contracts, Agreements and Leases	7/14-6/15	Negligible
			Total Volume from all pages
			Cu. Ft. <u>19.35</u>
			MB/GB _____

66

APPROVED

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:

8/25/2025

Disposal date set by the ILSOS

Jane Jenkins
Signature of the Agency Official

DH

Approved by ILSOS

7/25/2025

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	7/17-6/18	Negligible
28	Director's Reports	7/17-6/18	Negligible
29	Election Records	7/23-6/24	Negligible
30	Employment Applications (Solicited)	7/22-6/23	Negligible
30	Employment Applications (Unsolicited)	7/23-6/24	Negligible
31	Exhibit Agreements/Releases	7/22-6/23	Negligible
32	Freedom of Information Act Requests & Denials	7/22-6/23	Negligible
33	Grant Records	7/21-6/22	Negligible
34	IMRF Records	7/17-6/18	Negligible
35	Insurance Policies and Claims	7/16-6/17	Negligible
36	Inter Library Loan Requests	7/23-6/24	Negligible
37	Inventories	7/22-6/23	Negligible
38	Investment Records	7/17-6/18	Negligible
39	Job Descriptions	7/19-6/20	Negligible
40	Ledgers, Journals & Registers	7/17-6/18	1
41	Legal Notices, Cert. of Publication, Press Releases	7/23-6/24	Negligible
42	Legal Records	7/21-6/22	Negligible
43	Library Card Registrations	7/22-6/23	1
44	Library/Community Surveys	7/23-6/24	Negligible
45	Media Equipment Request Applications	7/23-6/24	Negligible
46	Minutes-Copies	7/23-6/24	Negligible
47	Newsletters/Brochures/Library Publications	7/07-6/24	Negligible
48	Officials Oaths and Bonds	7/22-6/23	Negligible
49	Paid Bills, Invoices, Vouchers, and Warrants	7/17-6/18	2
50	Payroll Records	7/17-6/18	1
51	Personnel Records	7/19-6/20	Negligible
52	Petty Cash Records	7/17-6/18	Negligible
52	Petty Cash Receipts	7/22-6/23	Negligible
54	Program Files	7/21-6/22	0.5
55	Purchase Orders & Requisitions	7/22-6/23	0.25
57	Request for Consideration of Library Materials	7/23-6/24	Negligible
58	Salary Schedules and Surveys	7/17-6/18	Negligible
60	State & Federal Reports	7/17-6/18	Negligible
60	State & Federal Reports: W4's	7/19-6/20	Negligible
62	State of IL Personal Prop. Replacement Tax Record	7/17-6/18	Negligible
63	Tax Exemption Records	7/17-6/18	Negligible
64	Tax Levy Records	7/17-6/18	Negligible
65	Time Records	7/22-6/23	0.5
66	Treasurer's Reports	7/17-6/18	Negligible

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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	7/17-6/18	Negligible
68	U.S. Dept. of Immigration & Naturalization Form I-9 if employed over 3 years (1 yr following termination)	7/23-6/24	Negligible
69	Worker's Compensation Records	7/17-6/18	Negligible
70	Prevailing Wage Act Payroll Certifications	7/21-6/22	Negligible
71	NOT APPROVED A.D.A. Compliance Forms and Accessibility Surveys	7/21-6/22	Negligible (7 year retention)
72	Emergency Response/Disaster Plans	7/21-6/22	Negligible
73	Incident Reports	7/11-6/12	Negligible
74	Instructors Personal Service Contracts	7/18-6/19	Negligible
75	Strategic Plans	7/17-6/18	Negligible
76	Inspections	7/19-6/20	Negligible
77	Tax Rate Objections	7/16-6/17	Negligible