

Village of Elwood

Application For Disposal/Guidelines Of Documents/Records

RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
Account Termination Forms	2008-2018	1
Accounts Payable Invoices/Check Stubs	1951-2018	82
Annexations	1994-2018	2
Applications for Employment-paper and electronic	2004-2018	1
Audits	1952-2018	4
Bids & Qualifications-paper and electronic	1998-2018	3
Bids, Specifications, Proposals	1961-2018	4
Bonds	2005-2018	2
Budgets, Budget Worksheets and Final Reports-paper and electronic	2002-2018	4
Building Permits	1973-2018	7
Business License	2004-2018	2
Canceled Bonds	1977-2018	1
Canceled Checks, Bank Statements, Deposit Slips	1955-2018	25
Center Point Records	1997-2018	20
Certificates of Publication, Newspaper Clippings, Notice of public hearings-paper and electronic	1981-2018	1
Comprehensive Annual Financial Reports	2003-2018	2
Construction Project Files	1971-2018	71
Contract Files	2004-2018	4
Contractor Registrations	1994-2018	5.5
Contracts, Leases and Agreements For Goods or Services-paper and electronic	1969-2018	5.5
Correspondence	1952-2018	4
Current Working Files	current	43
Dept. of Revenue	1973-2018	0.5
Dept. of Transportation	1969-2018	1
Duplicate Audits & Misc.	1982-2018	8
Election Records-paper and electronic	1971-2018	2
EPA	1971-2018	2
Facility Rental	2004-2018	1
FEMA,IEMA, EMC & OTM	2001-2018	1
Freedom of Information Requests/Answers-paper and electronic	1998-2018	5
Grant Records-paper and electronic	1983-2018	6
IDOT	1990-2018	1
IMRF/ IMRF Beneficiary	2002-2018	1

Individual Property Files	from construction of -2018	11
Industrial/Commercial/Residential Building Plans	2000-2018	6
Insurance Records	1970-2018	3
Investments	2012-2018	1
JADA	1993-2018	0.5
JULIE Dig Notices-paper and electronic	2002-2018	1
Land Use Plans	1998-2018	1
Ledgers	1957-2018	11
Legal Case Files-paper and electronic	1976-2018	9
Liens-paper and electronic	1996-2018	1
Loan Records	2002-2018	0.5
Maps, plats & blue prints	from incorporation- 2018	74
Minutes and Agendas-paper and electronic	1895-2018	11
Monthly Credit Card Payments & Reports	1994-2018	20
Monthly, Annual & Year to Date Reports	1995-2018	10
Motor Fuel Tax Records-paper and electronic	2007-2018	1
New Account Information	2008-2012	1
Ordinances	1906-2016	7
Overweight Truck Permits	2002-2018	47.5
Park & Recreation Activity Waivers & background checks	2009-2018	5
Park Registration Forms	2003-2011	0.5
Payroll ledgers	2001-2018	6
Personnel Records-paper and electronic	1985-2018	6
Petitions-paper and electronic	1997-2018	1
Policy & Procedural Manuals	1947-2018	1
Property & Building Permits	1973-2018	2
Property Records, (dedications, vacations, easements, right of ways, etc.)	2004-2018	3
Purchase Orders	2005-2018	3
Receipts	1941-2018	44
Registration Forms-paper and electronic	2003-2011	1
Resident Complaints	1982-2018	1
SSA Tax Levy	2010-2018	2
Sales Tax Receipts IL Dept. Of Revenue	1957-2018	4
State & Federal Tax Statements	2013-2018	1
Statement of Qualifications	2000-2018	1
Statement of Economic Interest	2007-2018	0.25
Subdivision Records	first application- 2018	5
TIF	2010-2018	2
Time Sheets	2000-2018	5
Town Studies and Surveys	1999-2018	3
Utility Billing Letters	2008-2018	3
Utility Billing Records	1978-2018	30
Utility Tax	2002-2018	2

Utility Water/Sewer/Garbage Bill Receipts & Misc. Invoices	2008-2018	2
Various Tax Check Receipts	1996-2018	1
Vehicle and Equipment Maintenance Records-paper and electronic		0.25
Village Newsletters & Flyers-paper and electronic	2008-2018	1
Water & Sewer Operator Reports-paper and electronic	1999-2018	2
Water Reports/Back Flow Tests	2004-2018	2
Water Tower Records-paper and electronic	1995-2018	2
Work Performed/Activity Logs	2005-2018	2
Zoning Records-paper and electronic	1993-2018	2