



OFFICE OF WILL COUNTY EXECUTIVE
LAWRENCE M. WALSH

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BID # 2013-59
LAND USE PERMIT & CASE SYSTEM RFP
JOLIET, IL

ADDENDUM 2
October 28, 2013

We received the following questions regarding the bid listed above:

Question # 1: Question Please explain with an example for #10 in the requirements – Tracking of Applications to Destroy Records

Answer # 1: I have attached the completed form as an example (See attached)

Question # 2: Is there interest in a Code Enforcement solution which would track Code violation cases from inception to resolution?

Answer # 2: This function is fulfilled by another system, but a vendor can offer it as a separate module with an independent cost. It should not be part of the total cost of the proposal.

Question # 3: How many concurrent users would you expect to use the system in the following areas: Permits and Inspections, Planning & Zoning, Cashiering, Licensing and also Code Enforcement if needed. Please break out full users and Read only users. Thank you.

Answer # 3:

	Full	Read Only
Permits & Inspections	29	11
Planning & Zoning	11	18
Cashiering	15	5
Licensing	7	2
Code Enforcement	30	6

Question # 4: How many inspectors would use a mobile solution.

Answer # 4: 17

Question # 5: Is Microsoft Outlook the standard email client in use within the County?

Answer # 5: Yes.

Question # 6: Is Please explain by an example what the expected process for #19 is and the type of documents - "Ability to Create Store and Move Personal Comments". What type of documents is this requirement referring to?

Answer # 6: This feature would allow an internal user to attach a comment to a permit or other document within the system, and example would be "this site failed its initial inspection for plumbing and we will try to re-inspect at same time as electrical inspection".

Question # 7: Does the County desire an Electronic Plans Review solution which gives contractors and constituents the ability to submit applications and plans electronically and also allow staff to review and electronically mark up the submitted plans and include versioning of the plans?

Answer # 7: Yes. However, a hard copy of the plans is still required.

Question # 8: What data source will property and parcel data need to be imported from and what database does it reside in? (e.g. Assessor data base, etc.) If there is more than one source please describe what it is and the database it also resides in.

Answer # 8: Property and parcel data can be imported from either the Real Estate System (presented as a fixed length ascii file) or from our GIS system (MS SQL 2005 and SQL 2012).

Question # 9: Is an import of any historical permit data needed into the new system? If yes, please describe the application source and what data base it would be coming from.

Answer # 9: Yes. It current system resides in a FoxPro DB.

Question # 10: Is GIS integration needed? If so, what GIS system is used within the county? If Esri ArcGIS Server, please list what version is in use.

Answer # 10: GIS integration is HIGHLY preferred, but not required. We are using ESRI products and our ArcGIS Server is ArcGIS 10.1 Service Pack 1

Question # 11: Are there any Will County software applications which the Permitting and Land Use System would need to interface or integrate with? (e.g. Financial/Accounting Software, Electronic Document Management System, Integrated Voice Response system, etc.)

Answer # 11: Interfaces with New World Systems AS400 Finance system is preferred, Interfaces with our GIS system is HIGHLY preferred, and integration with our Sustain/OnBase Administrative Adjudication system is also preferred.

Question #12: Has the County identified a budget for this Project? If so, What is it?

Answer #12: There is not specific dollar amount dedicated to this project. It will be funded from the Capital Budget.

Question #13: Has the County seen demonstrations form any vendors? If so, which vendors?

Answer #13: No, the Land Use Department has not seen a demonstration in over three years.

Question #14: The County mentions data conversion from the 2 current Visual FoxPro data systems and a variety of access databases. What other systems if any, would the agency like data migrated from? Details regarding data type(s) and how many records are helpful.

Answer #14: This depends on the requirements of your system and its functions. Some may require data from our Real Estate system or our GIS system for example. The only data required is the transfer of data mentioned in the RFP.

Question #15: Is the County interested in GIS integration as part of the scope of this project?

Answer #15: Yes, we are interested and will give preference to those systems that do, but it is not a required portion of the RFP.

Question #16: If yes, what is the agencies existing GIS environment? Does the agency have Arc GIS Server Standard or above?

Answer #16: ESRI. Yes.

Question #17: Is the County interested in accessing permitting and inspection information remotely while in the field from a tablet or smartphone?

Answer #17: Again, yes, preference will be given to systems that are field capable, but it is not a requirement for response.

Question #18: Does the agency plan to use iPads to manage inspections in the field?

Answer #18: Device choices have not been made.

Question #19: Does the County want mobile inspection capability listed as an optional module in the cost proposal?

Answer #19: Yes.

Question #20: The RFP mentions the new system should support @ 75 users. How many users does the agency anticipate will require access to the system at one time?

Answer #20: Up to 75 users.

Question #21: Is the County interested in integration to your Finance System, What is the County's current Finance System?

Answer #21: Yes. New World Systems AS400 product.

Question #22: Is the Agencies preference to host the solution onsite at the agency or to have it hosted off site?

Answer #22: On site is more typical, but not required.

Question #23: The county mentions "Desired Optional Software Functions" in section 4 on page 10. Should the functionality for the: 1. Online interface 2. Inspection Schedule Mapping 3. Mobile solutions be included as optional modules in the cost proposal?

Answer #23: Yes, unless they are included as a standard part of the product, which should be noted.

Question #24: The RFP mentions on page 4, number 5 of the procedures section that the due date for questions is 7 days before proposal submission. Please confirm the questions deadline is November 1.

Answer #24: Yes, that is correct. Questions are due November 1, 2013.

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

COUNTY Will	CITY Joliet	ZIP 60432	LOCAL RECORDS COMMISSION APPROVAL
AGENCY Will County Land Use Department			
ADDRESS 58 E. Clinton St.			
PHONE (815) 727-8631			
<p>I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm copies or digitized records will be made in accordance with standards of the Local Records Commission and will be adequate substitutes for the original records.</p>			<p><i>John Curtin</i></p> <hr/> <p>CHAIRMAN</p>
<p><i>Curt Paddock, Director</i></p> <p>Signature of Agency Head</p>		<p><i>October 25, 2006</i></p> <p>Date</p>	<p><i>David A. Joens</i></p> <hr/> <p>DIRECTOR, STATE ARCHIVES</p>
<p>Curt Paddock, Director</p>			<p><i>December 5, 2006</i></p> <hr/> <p>DATE</p>

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF AFTER THEIR INDIVIDUAL RETENTION PERIOD IS COMPLETE:

- IF THEY ARE CORRECTLY LISTED ON A RECORDS DISPOSAL CERTIFICATE SUBMITTED TO AND APPROVED BY THE LOCAL RECORDS COMMISSION SIXTY (60) DAYS PRIOR TO DISPOSAL,
- PROVIDING ANY LOCAL, STATE, AND FEDERAL AUDIT REQUIREMENTS HAVE BEEN MET,
- AS LONG AS THEY ARE NOT NEEDED FOR ANY LITIGATION EITHER PENDING OR ANTICIPATED.

THIS RECORDS RETENTION SCHEDULE DOES NOT RELIEVE LOCAL GOVERNMENTS OF RETENTION REQUIREMENTS MANDATED BY OTHER STATE AND FEDERAL STATUTES AND REGULATIONS. WHEN SUCH AN OBLIGATION DOES EXIST, THEN THE LONGER RETENTION PERIOD TAKES PRECEDENCE.

DISPOSAL OF RECORDS AFTER MICROFILMING OR DIGITIZING MUST BE NOTED ON THE RECORDS DISPOSAL CERTIFICATE

THIS APPLICATION AND ANY RELATED RECORDS CERTIFICATES ARE TO BE RETAINED PERMANENTLY.

THIS APPLICATION SUPERSEDES APPLICATION 91:161.

APPLICATION FOR AUTHORITY TO
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<u>ADMINISTRATION</u>
100.	<u>APPLICATIONS FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND RECORDS DISPOSAL CERTIFICATES</u> Dates: 1991- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.
101.	<u>EMPLOYEE ATTENDANCE RECORDS</u> Dates: 1991- Volume: 16 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.
102.	<u>"FREEDOM OF INFORMATION ACT" REQUESTS AND DENIALS</u> Dates: 1999- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for two (2) years, then dispose of.
103.	<u>OFFICE SUPPLY REQUESTS</u> Dates: 2004- Volume: ½ Cu. Ft. Annual Accumulation: ¼ Cu. Ft. Arrangement: Chronological Recommendation: Retain for one (1) year, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
104.	<p data-bbox="302 352 1195 380"><u>PAID BILLS, INVOICES, AND VOUCHERS (DUPLICATES)</u></p> <p data-bbox="302 426 997 562">Dates: 2002- Volume: 6 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p data-bbox="302 600 1451 632">Recommendation: Retain for two (2) years, then dispose of.</p>
105.	<p data-bbox="302 678 1122 705"><u>PAYROLL REPORTS (DEPARTMENT COPY PRINTOUTS)</u></p> <p data-bbox="302 751 997 888">Dates: 2000- Volume: 5 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="302 926 1419 989">Recommendation: Retain for seven (7) years, then dispose of.</p>
106.	<p data-bbox="302 1041 456 1068"><u>RECEIPTS</u></p> <p data-bbox="302 1115 997 1251">Dates: 1982- Volume: 50 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="302 1289 1419 1352">Receipts for building permit payments, zoning applications, subdivision site development.</p> <p data-bbox="302 1390 1451 1421">Recommendation: Retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
107.	<p>The following item #107 was added to Application 06:326 and approved by the Local Records Commission on April 6, 2010.</p> <p style="text-align: right;">_____ Chairman</p> <p><u>ADMINISTRATIVE CORRESPONDENCE AND MISCELLANEOUS CORRESPONDENCE INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORD SERIES</u></p> <p>Dates: 1982- Volume: 20 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological/Alphabetical</p> <p>Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
200.	<p style="text-align: center;"><u>BUILDING</u></p> <p><u>BUILDING PERMIT BLUEPRINTS AND PLANS</u></p> <p>Dates: 2005- Volume: 100 Cu. Ft. Annual Accumulation: 50 Cu. Ft. Arrangement: Numerical by permit number/Alphabetical by applicant</p> <p>Recommendation: Retain for one (1) year following date of final inspection, then dispose of.</p>
201.	<p><u>BUILDING PERMIT FILES</u></p> <p>Dates: 2000- Volume: 160 Cu. Ft. Annual Accumulation: 24 Cu. Ft. Arrangement: Numerical by permit number</p> <p>Recommendation: Retain for five (5) years following expiration, then dispose of.</p>
202.	<p><u>CONTRACTOR ANNUAL REGISTRATION APPLICATION RENEWAL RECORDS</u></p> <p>Dates: 1993- Volume: 52 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Chronological/Alphabetical</p> <p>This record series includes bond and certificate (copy).</p> <p>Recommendation: Retain for three (3) years following expiration, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
203.	<p data-bbox="300 354 797 380"><u>DAILY INSPECTION SCHEDULES</u></p> <p data-bbox="300 426 997 562">Dates: 2003- Volume: 3 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="300 604 1451 636">Recommendation: Retain for two (2) years, then dispose of.</p>
204.	<p data-bbox="300 680 1451 743"><u>INSPECTION SCHEDULING RECORDS (ELECTRONIC L.I.P.S. BEGINNING 1996; PREVIOUSLY CALLED LOG BOOKS 1957-1995)</u></p> <p data-bbox="300 785 1252 921">Dates: 1957- Volume: 6 Cu. Ft. Annual Accumulation: None Arrangement: Numerical by permit number</p> <p data-bbox="300 963 1435 1100">Recommendation: Log books may be disposed (five (5) years following date of last entry). Retain all subsequent records five (5) years, then dispose of.</p>
205.	<p data-bbox="300 1144 667 1169"><u>SIGN PERMIT RECORDS</u></p> <p data-bbox="300 1211 1252 1348">Dates: 1996- Volume: 18 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological/Alphabetical</p> <p data-bbox="300 1390 1419 1675">Recommendation: Retain permit information for five (5) years following expiration, then dispose of. Retain annual inspection fee record for seven (7) years, then dispose of. Retain violation records for three (3) years following settlement, then dispose of.</p>

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ITEM
NO.

DESCRIPTION OF ITEMS OR RECORDS SERIES

The following item #206 was added to Application 06:326 and approved by the Local Records Commission on April 6, 2010.

Chairman

206.

ADMINISTRATIVE CORRESPONDENCE AND MISCELLANEOUS CORRESPONDENCE
INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT
RELATED TO ANOTHER RECORD SERIES

Dates: 1993-
Volume: 15 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological/Alphabetical

Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.

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ITEM
NO.

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ENGINEERING

The title of item #300 was amended and approved by the Local Records Commission on July 7, 2009.

Chairman

300.

ADMINISTRATIVE CORRESPONDENCE (ENGINEERING AND SUBDIVISION)
(INCLUDES ELECTRONIC) (INCLUDES EMAIL CLASSIFIED AS GENERAL
CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORD SERIES)

Dates: 1972-
Volume: 20 Cu. Ft.
Annual Accumulation: 5 Cu. Ft.
Arrangement: Alphabetical

Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.

301.

COMMERCIAL/INDUSTRIAL SITE DEVELOPMENT PERMITS

Dates: 1980-
Volume: 10 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Numerical by P.I.N.

Recommendation: Retain for five (5) years following expiration, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
302.	<p data-bbox="302 352 971 373"><u>COMPLAINTS AND ORDINANCE VIOLATIONS</u></p> <p data-bbox="302 426 1109 562">Dates: 1985- Volume: 10 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Numerical by P.I.N.</p> <p data-bbox="302 604 1414 667">Original data in electronic format, correspondence in hard copy.</p> <p data-bbox="302 709 1341 772">Recommendation: Retain for three (3) years following settlement, then dispose of.</p>
303.	<p data-bbox="302 825 954 846"><u>F.E.M.A. FLOOD INSURANCE RATE MAPS</u></p> <p data-bbox="302 888 1003 1024">Dates: 1995- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="302 1066 1011 1098">Recommendation: Retain permanently.</p>
304.	<p data-bbox="302 1150 1414 1203"><u>FINAL PLATS OF SUBDIVISIONS (COPIES; ORIGINALS WITH COUNTY RECORDER)</u></p> <p data-bbox="302 1255 1003 1392">Dates: 1947- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="302 1434 1141 1570">The following original records are included: 1. improvement plans 2. grading diagrams 3. preliminary design records</p> <p data-bbox="302 1612 1011 1644">Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
305.	<p data-bbox="302 359 1390 422"><u>FLOODPLAIN REVIEW RECORDS (APPLICATION FOR FLOODPLAIN AND WETLAND REQUEST BY RESIDENT)</u></p> <p data-bbox="302 464 1109 600">Dates: 1995- Volume: 3 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Numerical by P.I.N.</p> <p data-bbox="302 642 1471 674">Recommendation: Retain for five (5) years, then dispose of.</p>
306.	<p data-bbox="302 716 1349 747"><u>LETTERS OF CREDIT (SUBDIVISION, COMMERCIAL, INDUSTRIAL)</u></p> <p data-bbox="302 789 1211 926">Dates: 1985- Volume: 10 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical by township</p> <p data-bbox="302 968 1349 999">This record series includes development cost estimates.</p> <p data-bbox="302 1041 1398 1104">Recommendation: Retain for five (5) years following expiration of permit, then dispose of.</p>
307.	<p data-bbox="302 1146 992 1178"><u>RESIDENTIAL SITE DEVELOPMENT PERMITS</u></p> <p data-bbox="302 1220 1109 1356">Dates: 1996- Volume: 30 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Numerical by P.I.N.</p> <p data-bbox="302 1398 1349 1461">Recommendation: Retain for five (5) years following expiration, then dispose of.</p>
308.	<p data-bbox="302 1503 1317 1535"><u>STORM WATER MANAGEMENT COMMISSION COMPREHENSIVE PLANS</u></p> <p data-bbox="302 1577 1000 1713">Dates: 1998- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="302 1755 1341 1787">Recommendation: Retain one copy of each permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
309.	<u>STORM WATER MANAGEMENT COMMISSION MINUTES</u> Dates: 1998- Volume: 8 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological Recommendation: Retain originals permanently. Retain duplicates for one (1) year, then dispose of.
310.	<u>STORM WATER MANAGEMENT ORDINANCE LOCAL COMMUNITY CERTIFICATION RECORDS</u> Dates: 2004- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological This record series includes the following: 1. community petitions for certification 2. storm water management community surveys 3. community resolutions 4. related correspondence Recommendation: Retain permanently.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<u>PLANNING AND ZONING</u>
400.	<u>ADMINISTRATIVE VARIANCE RECORDS</u> Dates: 1996- Volume: 8 Cu. Ft. Annual Accumulation: 1¼ Cu. Ft. Arrangement: Chronological Recommendation: Retain approved records permanently. Retain denied records for one (1) year, then dispose of.
401.	<u>ANNUAL SCHOOL SITE CONTRIBUTION APPRAISAL RECORDS</u> Dates: 1997- Volume: 2 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological Recommendation: Retain for three (3) years after superseded, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
402.	<p>The recommendation of item #402 was amended and approved by the Local Records Commission on November 3, 2010.</p> <p style="text-align: right;">_____ Chairman</p> <p><u>ELDER COTTAGE HOUSING OPPORTUNITY (E.C.H.O.) AFFIDAVITS</u> <u>(SPECIAL USE PERMIT)</u></p> <p>Dates: 1988- Volume: 1 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Allows manufactured housing variance for elderly care by resident relative. Files include the following: 1. affidavit of use of property (annual) 2. additional dwelling in single family residential zone 3. physician's disability verification or birth/adoption certificate 4. proof of relation to property owner</p> <p>Recommendation: Retain approved affidavits permanently. Retain rejected affidavits for one (1) year, then dispose of. Retain the original application and supporting documents for ten (10) years after removal of the unit from the property, then dispose of. Retain affidavits for five (5) years after superseded or for five (5) years after removal of the unit from the property, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
403.	<u>LOGS OF APPROVED ZONING CASES AND OBJECTIONS</u> Dates: 1978 - 1986 Volume: ½ Cu. Ft. Annual Accumulation: None Arrangement: By township Used to reference zoning history for case assignments dating back to 1947. Recommendation: Retain permanently.
404.	<u>MINUTES OF WILL COUNTY LAND USE, PLANNING AND ZONING, DEVELOPMENT COMMITTEE, AND HISTORIC PRESERVATION</u> Dates: 1976- Volume: 15 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Chronological Recommendation: Retain originals permanently. Retain duplicates for one (1) year, then dispose of.
405.	<u>ORIGINAL PLANNING DOCUMENTS</u> Dates: 1984- Volume: 10 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological Included, but are not limited to: The Will County Land Resource Management Plan, Will County Transportation Framework Plan, etc. Recommendation: Retain permanently.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
406.	<p><u>PRE-APPLICATION MEETING NOTES AND SCHEDULES</u></p> <p>Dates: 1996- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical by township</p> <p>Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p> <p>The title and description of item #407 was amended and approved by the Local Records Commission on April 6, 2010.</p> <p style="text-align: right;">_____ Chairman</p>
407.	<p><u>PLANNING DEPARTMENT CENTRAL FILES ADMINISTRATIVE CORRESPONDENCE AND MISCELLANEOUS CORRESPONDENCE INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORD SERIES</u></p> <p>Dates: 1972- Volume: 65 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical</p> <p>Files consists of General Correspondence:</p> <ol style="list-style-type: none">1. project documentation2. research3. other agency reports4. news articles <p>Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
408.	<p data-bbox="298 401 760 426"><u>TEMPORARY PERMIT RECORDS</u></p> <p data-bbox="298 470 979 606">Dates: 1994- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="298 646 1344 709">Recommendation: Retain for five (5) years following expiration, then dispose of.</p>
409.	<p data-bbox="298 793 1409 856"><u>TOWNSHIP FILES (TEMPORARY USE PERMITS, AFFIDAVIT OF USE OF PROPERTY, AGRICULTURAL EXEMPTIONS, ETC.)</u></p> <p data-bbox="298 898 1479 1035">Dates: 1997- Volume: 5 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological/Alphabetical by township</p> <p data-bbox="298 1077 1325 1140">Recommendation: Retain for five (5) years following expiration, then dispose of.</p>
410.	<p data-bbox="298 1192 1279 1213"><u>WILL COUNTY HISTORIC PRESERVATION COMMITTEE RECORDS</u></p> <p data-bbox="298 1262 1003 1398">Dates: 1976- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="298 1440 1105 1612">This record series includes the following: 1. minutes 2. policy and procedure 3. by-laws 4. historic plan</p> <p data-bbox="298 1654 1016 1686">Recommendation: Retain permanently.</p>

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411.	<u>WILL COUNTY HISTORIC PRESERVATION LANDMARK NOMINATION/DESIGNATION RECORDS</u> Dates: 1994- Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical Recommendation: Retain permanently.
412.	<u>WILL COUNTY HISTORIC PRESERVATION RURAL STRUCTURES SURVEYS (RECONNAISSANCE AND INTENSIVE)</u> Dates: 1988- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical This record series includes maps and photos. Recommendation: Retain permanently.
413.	<u>WILL COUNTY PLANNING AND ZONING COMMISSION TAPED RECORDINGS OF MINUTES AND PUBLIC HEARINGS</u> Dates: 1995- Volume: 2 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Chronological This record series includes recordings for the following committees: 1. land use 2. planning 3. zoning 4. development committee 5. historic preservation Recommendation: Retain for thirty (30) days following acceptance of the minutes.

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414.	<p data-bbox="300 401 623 426"><u>ZONING CASE FILES</u></p> <p data-bbox="300 470 954 611">Dates: 1947- Volume: 110 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Numerical</p> <p data-bbox="300 648 1438 926">Recommendation: Retain approved appeals permanently. Retain denied appeals for one (1) year, then dispose of. Retain petitions for one (1) year, then dispose of. Retain zoning violations for three (3) years following settlement, then dispose of.</p>
415.	<p data-bbox="300 978 623 1003"><u>ZONING COMPLAINTS</u></p> <p data-bbox="300 1047 1000 1188">Dates: 1995- Volume: 12 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="300 1226 1341 1287">Recommendation: Retain for three (3) years following settlement, then dispose of.</p>
416.	<p data-bbox="300 1339 873 1365"><u>ZONING MAPS (MYLARS AND PAPER)</u></p> <p data-bbox="300 1409 1000 1549">Dates: 1947- Volume: 20 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="300 1587 1013 1614">Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
417.	<p data-bbox="298 359 626 386"><u>ZONING ORDINANCES</u></p> <p data-bbox="298 428 980 569">Dates: 1947- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p data-bbox="298 611 1013 638">Recommendation: Retain permanently.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<p style="text-align: center;"><u>WASTE SERVICES</u></p> <p>The title of item #500 was amended and approved by the Local Records Commission on July 7, 2009.</p> <p style="text-align: right;">_____ Chairman</p>
500.	<p><u>ADMINISTRATIVE CORRESPONDENCE (INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORD SERIES)</u></p> <p>Dates: 2000- Volume: 24 Cu. Ft. Annual Accumulation: 3½ Cu. Ft. Arrangement: Alphabetical</p> <p>Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>
501.	<p><u>ANNUAL REPORTS TO THE I.E.P.A.</u></p> <p>Dates: 1997- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series includes local solid waste annual reports and Illinois E.P.A. Municipal Waste Recycling surveys.</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
502.	<p data-bbox="297 363 1133 384"><u>CITIZEN COMPLAINTS (DUMPING, LANDFILL, ETC.)</u></p> <p data-bbox="297 432 1380 569">Dates: 1989- Volume: 45 Cu. Ft. Annual Accumulation: 2½ Cu. Ft. Arrangement: Alphabetical by name of complaint</p> <p data-bbox="297 611 1360 674">Recommendation: Retain for three (3) years following settlement, then dispose of.</p>
503.	<p data-bbox="297 722 987 743"><u>CONTRACT AND AGREEMENT PAID INVOICES</u></p> <p data-bbox="297 791 998 928">Dates: 1997- Volume: 5 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p data-bbox="297 970 1417 1033">Recommendation: Retain for seven (7) years, then dispose of.</p>
504.	<p data-bbox="297 1081 760 1102"><u>CONTRACTS AND AGREEMENTS</u></p> <p data-bbox="297 1150 998 1287">Dates: 1989- Volume: 3 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Chronological</p> <p data-bbox="297 1329 1458 1539">Recommendation: Retain contracts and contract renewals for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of. Copies: retain for two (2) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
505.	<p data-bbox="298 359 509 384"><u>GRANT FILES</u></p> <p data-bbox="298 428 997 564">Dates: 1998- Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="298 606 1419 705">Recommendation: Retain grant records for three (3) years following completion of the terms of the grant, then dispose of.</p>
506.	<p data-bbox="298 751 1425 777"><u>GROUND WATER MONITORING RECORDS (ELECTRONIC BEGINNING 2002)</u></p> <p data-bbox="298 821 997 957">Dates: 1989- Volume: 10 Cu. Ft. Annual Accumulation: None Arrangement: Chronological</p> <p data-bbox="298 999 1471 1031">Recommendation: Retain for ten (10) years, then dispose of.</p>
507.	<p data-bbox="298 1077 1101 1102"><u>I.E.P.A. INSPECTION REPORTS (CLOSED SITES)</u></p> <p data-bbox="298 1146 1211 1283">Dates: 1989- Volume: 15 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical by township</p> <p data-bbox="298 1325 1442 1388">Recommendation: Retain for three (3) years, then dispose of.</p>
508.	<p data-bbox="298 1434 1162 1459"><u>I.E.P.A. INSPECTION REPORTS (PERMITTED SITES)</u></p> <p data-bbox="298 1503 1235 1640">Dates: 1989- Volume: 5 Cu. Ft. Annual Accumulation: ½ Cu. Ft. Arrangement: Alphabetical by site name</p> <p data-bbox="298 1682 1442 1745">Recommendation: Retain for three (3) years, then dispose of.</p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
509.	<u>INTER-GOVERNMENTAL AGREEMENTS</u> Dates: 1989- Volume: 2½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain for five (5) years following completion of the terms of the agreement, then dispose of.
510.	<u>LANDFILL SURCHARGE FEE RECORDS</u> Dates: 1989- Volume: 1/3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological This record series includes the following: 1. copies of surcharge receipts 2. duplicate checks 3. quarterly summaries of payment by vendor 4. quarterly summaries adjustment for county waste Recommendation: Retain for two (2) years, then dispose of.
511.	<u>OFFICIAL RECORDS OF LOCAL SITE HEARINGS FOR LANDFILLS (REGIONAL POLLUTING CONTROL FACILITY)</u> Dates: 1982- Volume: 4 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological Recommendation: Retain permanently.

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512.	<p data-bbox="298 348 1008 373"><u>PUBLIC WORKS COMMITTEE CORRESPONDENCE</u></p> <p data-bbox="298 422 997 558">Dates: 1987- Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p data-bbox="298 600 1419 735">Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>
513.	<p data-bbox="298 783 760 808"><u>SOLID WASTE PLAN RECORDS</u></p> <p data-bbox="298 852 997 989">Dates: 1988- Volume: 18 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p data-bbox="298 1031 1032 1060">Recommendation: Retain permanently.</p>
514.	<p data-bbox="298 1108 813 1134"><u>WASTE REPORTS (SEMI-ANNUAL)</u></p> <p data-bbox="298 1178 1403 1350">Dates: 1999- Volume: Negligible Annual Accumulation: Negligible Arrangement: Alphabetical by waste hauler/waste type</p> <p data-bbox="298 1392 1349 1417">This record series includes the following county forms:</p> <ol data-bbox="298 1430 1393 1566" style="list-style-type: none">1. waste/recyclables collection reports2. landscape waste management reports3. construction/demolition contractor reports4. county solid waste generation and management summaries <p data-bbox="298 1608 1442 1671">Recommendation: Retain for seven (7) years, then dispose of.</p>

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	The following items #600 - 604 were added to Application 06:326 and approved by the Local Records Commission on July 7, 2009.
	<hr/> Chairman
	<u>COMMUNITY DEVELOPMENT</u>
600.	<u>COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM RECORDS</u>
	Dates: 1987- Volume: 69 Cu. Ft. Annual Accumulation: 7 Cu. Ft. Arrangement: Chronological
	This series includes the following: 1. Code enforcement and demolition funding 2. Emergency shelter services 3. Home - tenant based rental assistance - first time home buyer assistance
	Recommendation: Retain for three (3) years following date of final expenditure report, then dispose of.
601.	<u>GRANT PROGRAM APPLICATIONS (NON-FUNDED)</u>
	Dates: 1994- Volume: 4 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological
	Recommendation: Retain for three (3) years, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
602.	<u>OWNER OCCUPIED REHABILITATION PROJECT FILES</u> Dates: 1992- Volume: 18 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Chronological Recommendation: Retain construction plans, drawings, and specifications permanently. Retain other records for ten (10) years following completion of project, then dispose of.
603.	<u>PUBLIC FACILITIES PROJECT FILES</u> Dates: 1987- Volume: 73 Cu. Ft. Annual Accumulation: 5 Cu. Ft. Arrangement: Chronological Recommendation: Retain construction plans, drawings, and specifications permanently. Retain other records for ten (10) years following completion of project, then dispose of.
604.	<u>REVOLVING LOAN FUND CLIENT FILES</u> Dates: 1982- Volume: 53 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological Recommendation: Retain for seven (7) years following repayment or forgiveness of the loan, then dispose of.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
605.	<p>The following item #605 was added to Application 06:326 and approved by the Local Records Commission on April 6, 2010.</p> <p style="text-align: center;">_____ Chairman</p> <p><u>ADMINISTRATIVE CORRESPONDENCE AND MISCELLANEOUS CORRESPONDENCE INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORD SERIES</u></p> <p>Dates: 1982- Volume: 25 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological/Alphabetical</p> <p>Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>