

chicago park district

Categories of records maintained by:

A. Departments

B. Offices

C. Regional Offices

A. Departments

1. Audit

- Audit reports (performed by outside firms)
- Internal audit reports (Parks and Departments)

2. Budget and Management

- Current and past budget documents
- Expenditure reports
- Funding information
- Revenue reports

3. Capital Construction

- Correspondence
- Drawings
- Meeting minutes
- Product information
- Progress photos
- Specifications

4. Communications and Marketing

- Capital Improvement documents
- Data entry reports
- Executive summary documents
- Past budget books
- Past press releases/clippings
- Permits
- Program schedules
- Seasonal Event brochures
- Various news tapes of previously promoted programs
- Weekly deposit logs

5. Comptroller

- Accounts Payable payment vouchers/history
- Annual reports
- Financial statements
- Payroll documents (employee timesheets, garnishments, W2s, Statements of Earning)

- 6. Environment, Culture and Special Events**
 - Arts Partners in Residence contracts
 - Federal food program records
 - SSR/PSA contracts

- 7. Facility Management**
 - As Built drawings
 - Contract specifications
 - Department's purchase requisitions
 - Old work order requests
 - Postage log
 - Special event requests and calendars
 - Spread sheet for vehicle parking permits
 - Staff incident and accident reports
 - Vehicle replacement sheets
 - Water chemical sheets – pool logs
 - Weekly project management meeting minutes
 - Work requests

- 8. Human Resources**
 - Applicant data
 - EEO data
 - Employment activity
 - Employment work history (for all CPD employees)

- 9. Information technology**
 - Contracts for website hosting, desktop/network support, telecommunications
 - CPD network sites (parks and departments)
 - License agreements
 - Network and database access for employees
 - Telecommunications equipment assignments (district cell phone, Blackberry users, contact information, etc)

- 10. Law**
 - Correspondence
 - Ethics files
 - Freedom of Information Act requests
 - Leases with museums in the parks
 - Legal case files
 - Legal investigation case files
 - Licenses with third parties
 - Log of whistleblower hotline calls
 - Professional services agreements (legal counsel, court reporting services, expert witnesses and clerking services)

- Vouchers for legal services

11. Legislative and Community Affairs

- Advisory Council's information
- Correspondence
- Legislation
- Volunteer applications
- Green Deed Applications and Information
- Information on Dog Friendly Areas
- Park Enhancement Committee meeting minutes

12. Natural Resources

- Asbestos inspection, abatements and project management reports
- Chemical inventories for landscape service yards
- Contract correspondences
- Contract payments
- Electrical recycling certificates of destruction
- Floriculture route sheets – weekly field work logs
- Foreman inspection sheets – weekly report logs
- Forestry daily route and tally sheets – daily field work
- Illinois EPA site remediation project reports & project records
- Larvicide records for West Nile virus reduction program
- Lead paint inspection, abatements and project management reports
- Park correspondence/photos
- Phase I & II environmental assessments
- Purchase orders
- Snow removal forms – field work forms
- Timed task sheets – weekly field work logs
- Training sessions for field maintenance: mower equipment, turf repair, pruning and tractor
- Underground storage tank records (gasoline, diesel, kerosene & heating oil)
- Vouchers
- Water disposal manifests

13. Park services

- Business development documents
- Contracts with vendors and concessionaires
- Permit applications
- Permits
- Receipts for permits
- Special facility reservations

14. Planning and development

- Archival records: design drawings, photographs and artifacts
- Design records: design development documents

- Planning records: pre-design and schematic design documents
- Research records: topical studies and park statistics

15. Purchasing

- Bid documents (advertised invitations for bids, requests for proposals, requests for qualifications)
- Bid bonds
- Contracts
- Correspondence related to contracts and bids
- Economic disclosure statements for bidders
- MBE/WBE information and forms
- Purchase orders
- Submittals for advertised bids
- Vendor performance forms

16. Risk Management

- Certificates of insurance
- Employee incident reports
- Employee/patron safety manual
- Insurance policies
- Patron claims under \$5k
- Patron, property and vehicle incident reports
- Worker compensation claims

17. Security

- Daily police logs
- Employee weekend/after hours sign-in sheet
- Monthly/daily work schedules
- Visitor sign-in sheet
- Watch supervisor checklist

18. Shared Financial Services

- Copies of purchase orders
- Copies of voucher requests
- Deposit logs and tickets
- Patron receipts for programs
- Receiving logs
- Regional personnel timesheets

19. Sports And Recreation

- Programs' schedule and location database
- Purchase orders

20. Treasury

- Account analysis/bank fees

- Bank statements
- Bond transactions
- Continuing disclosure filings
- Debt service schedules
- Merchant services provider statements
- Monthly investment reports
- Non-Sufficient Funds information
- Property tax information
- Wire transactions

B. Offices

1. Office of the Secretary for the Board of Commissioners

- Agendas and journals of proceedings of actions taken at public meetings
- Board letters for committee and board meetings
- Deeds to CPD property
- Executed agreements and intergovernmental agreements
- General superintendent letters
- Ordinances and resolutions adopted by the board of commissioners
- Titles to park vehicles
- Transcripts of board of commissioners' public meetings

2. Office of the General Superintendent and CEO

- Correspondence

3. Office of the Chief Administrative Officer

- City of Chicago employee indebtedness reports
- CPD policies
- CPD record storage inventory
- Parking and moving violations of CPD employees involving CPD vehicles

C. Regional Offices: North/South/Central

- Advisory council contact information
- Correspondence
- Area manager's files
- Area meeting agenda and notes
- Budget reports
- Check requests
- City wide fact sheet/information
- Class & team rosters
- Commissioners and departmental response file
- Community meeting log sheets
- Concession information
- Contract agreements
- Correspondence

- Daily work schedules
- Department memos
- Deposit logs and bank deposit receipts
- Environment, culture and special events fact sheets/information
- Emergency forms/ parental contact information
- Finance policy/procedural booklets
- General topic files: cultural/sports program, field trip opportunities, blanket contracts etc.
- Hiring plan
- Calendar of regional events
- Landscape logs
- Marketing/communications file
- Marketing/facilities requests
- Mileage reports
- On-line registration reports
- Park holiday scheduling forms
- Park hours of operation
- Participant information and attendance forms
- Partnership agreements
- Permits and permit applications
- Phone voice message logs
- Planning and development projects, plans and blueprints
- Program proposals
- Program schedules
- Purchase information, requisitions
- Receipts for accounts receivables
- Receiving, procurement and security logs
- Region agendas
- Regional budget hearing notes
- Revenue reports and projections
- Risk management file
- Room rental/field permit calendars
- State/federal/city funding
- Telephone response log
- Trades information and contacts
- Work orders