

## ILLINOIS STATE POLICE DIRECTIVE ADM-137, RECORDS RETENTION/DESTRUCTION SCHEDULES

<b>RESCINDS:</b> ADM-137, 2015-067, revised 09-04-2015.	<b>REVISED:</b> 07-07-2021 <b>2021-015</b>
<b>RELATED DOCUMENTS:</b> ADM-104	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> 26.1.8, 31.4.6, 32.2.3, 35.1.5, 41.3.8, 42.1.3, 42.2.1, 43.1.1, 82.1.1, 82.1.2, 82.1.3, 82.3.5

### I. POLICY

- I.A. The Illinois State Police (ISP) will ensure:
  - I.A.1. All public records in its possession are preserved consistent with state law; and
  - I.A.2. All divisions develop, maintain, and adhere to approved records retention schedules.
- I.B. Material that is not considered a public record shall not be subject to this policy; however, if there is such a doubt regarding whether material should be considered a public record or not, the ISP will treat such material as if it were a public record.
- I.C. Material that is considered a public record may be made or kept in an electronic format which accurately reproduces the original so long as it remains accessible and usable at all times required by the records retention schedule and identifies origin, destination, authenticity, integrity, and date and time stamp (if any) of that material.

### II. AUTHORITY

- II.A. 5 ILCS 160/1, et seq., the "State Records Act"
- II.B. 44 IL Admin Code Part 4400, "State Records Commission Rules"
- II.C. 5 ILCS 170/0.01, et seq., the "Filmed Records Reproduction Act"
- II.D. 5 ILCS 175/, et seq., the "Electronic Commerce Security Act"

### III. DEFINITIONS

- III.A. Agency – all parts, boards, and commissions of the executive branch of State government.
- III.B. Commission – State Records Commission
- III.C. Digitalized electronic material – information produced in or converted to any digital format, including but not limited to email.
- III.D. Material that is not considered public record –
  - III.D.1. Material not filed as evidence of administrative activity or for its information content;
  - III.D.2. Extra copies of documents preserved only for convenience of reference;
  - III.D.3. Stocks of printed or reproduced documents kept for supply purposes, where file copies have been retained for record purposes;
  - III.D.4. Books, periodicals, newspapers, posters, and other library and museum materials made or acquired and preserved solely for reference or exhibition purposes;
  - III.D.5. Private materials neither made nor received by a State agency pursuant to State law or in connection with the transaction of public business;

**NOTE:** Whenever doubt arises whether certain papers are non-record material, treat the material as records.

- III.E. Public Record – any record made, produced, executed, or received by an agency or officer pursuant to law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or officer, or its successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities thereof, or because of the information data contained therein.

- III.F. Record – any books, paper, digitized electronic material, map photograph, or other official documentary materials, regardless of physical form or characteristics.
- III.G. Record Series – a group of related records that are used, filed, and evaluated as a unit for disposition purposes.
- III.H. Records Appraisal – a review of the ISP’s functional process to define the records used in support of those functional processes to determine its record’s administrative, legal, fiscal, and historical value. This information is used to establish a retention period for Record Series.
- III.I. Records Inventory – an accounting of the scope and quantity of the ISP’s public records.
- III.J. Records Officer – the person within the ISP who is responsible for overseeing the inventorying, maintenance, transfer, and disposal of ISP records.
- III.K. Records Retention Schedule – a list or schedule of records in the ISP’s custody stating the official retention, maintenance and disposition requirements for a record series based on administrative, fiscal, legal, and archival values for the scheduled records which has been approved by the Commission.

#### IV. RESPONSIBILITY

- IV.A. The Director’s Office will:
  - IV.A.1. Assign a Records Officer to serve as the Agency Records Retention Coordinator;
  - IV.A.2. Select a Director’s Office Records Retention Coordinator to serve in the role of Division Records Retention Coordinator for all offices of the Director and provide the name of the individual to the Records Officer.
- IV.B. Each Deputy Director will:
  - IV.B.1. Select a Division Records Retention Coordinator and provide the name of the individual to the Records Officer.
  - IV.B.2. Oversee public records within the control of their office or division including but not limited to:
    - IV.B.2.a. the annual records inventory,
    - IV.B.2.b. development of records retention schedules, and
    - IV.B.2.c. requests for transfer or disposal.
- IV.C. The Records Officer will:
  - IV.C.1. Review the State Records Act and Commission Rules;
  - IV.C.2. Maintain and annually update a records inventory (See Addendum 1);
  - IV.C.3. Oversee all records retention schedules for the Department, including but not limited to, performing an annual inventory of all records retention schedules and recommend record series items for updating and revision to the Division Coordinators.
  - IV.C.4. Coordinate communication between the Division Coordinators and the Secretary of State, State Records Center;
  - IV.C.5. Permanently maintain completed copies of all Applications, Disposal Certificates, and Record Transfer Sheets; and
  - IV.C.6. Provide semi-annual training for Division Coordinators regarding the State Records Act and this policy.

- IV.D. The Divisions Records Retention Coordinators (Division Coordinators) will:
  - IV.D.1. Assist with the annual records inventory (See Addendum 1);
  - IV.D.2. Develop and maintain records retention schedules for all public records within the control of the Division (See Addendum 2);
  - IV.D.3. Complete and forward Record Transfer Sheets with records transferred to the State Records Center or Illinois State Archives (See Addendum 3);
  - IV.D.4. Complete and forward applications for disposal of records to the Records Officer (See Addendum 4);
  - IV.D.5. Contact, via e-mail, the Records Officer to:
    - IV.D.5.a. Notify the Records Officer when records are transferred to the State Records Center or Illinois State Archives; or
    - IV.D.5.b. Apply for disposal of records currently on a records retention schedule (see Addendum 4);
  - IV.D.6. Update or revise Record Series items as recommended by the Agency Coordinator; and
  - IV.D.7. Attend semi-annual training regarding the State Records Act and this policy.
- IV.E. Responsibilities of the Division Coordinator may be further delegated to bureau or work unit liaisons at the discretion of the Deputy Director.
- IV.F. The Chief Legal Counsel and Chief Fiscal Officer will review and approve all new or amended records retention schedules and applications for disposal of records prior to their submission to the Commission to ensure appropriate consideration was given to the record(s) administrative, fiscal, legal, and historical value when appraising the records for retention purposes.

## V. PROCEDURES

- V.A. Records Inventory – annually, work units shall:
  - V.A.1. Identify each record series or public record created or maintained by the Department;
  - V.A.2. Determine if an approved records retention schedule exists for each record series or public record;
  - V.A.3. Review existing records retention schedules to determine if they are current and accurate as written; and
  - V.A.4. Compile a comprehensive list of all record series and/or public records, including those that do not have a corresponding records retention schedule, as well as those that have a records retention schedule in need of revision/update.
- V.B. Records Retention Schedules
  - V.B.1. Retention and Storage
    - V.B.1.a. Public records awaiting destruction may be stored within an appropriate space that is free from the threat of damage or destruction due to theft, sabotage, water damage, pollution, high humidity, and direct sunlight or bright lights.
    - V.B.1.b. The Commission has set standards for reproduction of public records by microfilm, CDs, tapes, reels, removable hard drives, etc. including:
      - V.B.1.b.1) Quality of any reproduction process approved by Secretary of State (SOS)
      - V.B.1.b.2) Preparation and identification of records
      - V.B.1.b.3) Proper certification of copies

- V.B.1.b.4) Proper care and storage of reproduction materials, in moderate temperatures (65-70 degrees) and humidity levels (30-50 percent)

**NOTE:** Original records that have been copied into another format cannot be destroyed except consistent with a records schedule approved by the Commission and after filing a Statement of Compliance.

#### V.B.1.c. Records Subject to Secure Retention

The records retention/destruction schedule will specifically assign responsibility for the secure retention of at least the following categories of information:

- V.B.1.c.1) Background information on job applicants
- V.B.1.c.2) Results of physical, emotional stability, and psychological examinations of applicants
- V.B.1.c.3) Performance evaluation reports
- V.B.1.c.4) Audio/video tapes from mobile video surveillance cameras that are not specifically needed for evidentiary purposes
- V.B.1.c.5) Personal background information gathered as part of a criminal case investigation
- V.B.1.c.6) Criminal intelligence
- V.B.1.c.7) Internal investigations
- V.B.1.c.8) Juvenile identification information (fingerprints, photographs, and other forms of identification)
- V.B.1.c.9) Backups of computer information, both mainframe and personal computers
- V.B.1.c.10) Any central records retained in operational units

#### V.C. Request to Transfer Records

- V.C.1. Some long-term records and records approved for permanent retention by the Commission may be transferred to the State Records Center for storage.

- V.C.1.a. These records are still the property of the ISP and can be accessed at any time by having the Division Coordinator contact the State Records Center 24 hours in advance.

- V.C.1.b. All records to be transferred must be identified for transfer on an approved records retention schedule and be accompanied by a completed Records Transfer Sheet and Records Center Box Label.

- V.C.2. Only official papers, photographs, microfilm, electronic and digital records, drawings, maps, and writings deemed by the SOS to have sufficient historical or other value to warrant their continued preservation by the state of Illinois will be accepted for deposit in the State Record Center.

#### V.D. Request to Dispose of Records

- V.D.1. Once a record's retention period has expired and there is no audit or legal hold on the record, which would require the retention period to be extended to meet the hold requirement, a State Records Disposal Certificate must be submitted to the Illinois State Archives, Records Management Unit for approval prior to disposing of the records.
- V.D.2. The State Records Disposal Certificate must be submitted to the Illinois State Archives, Records Management Unit at least 30 days before the intended disposal date.
- V.D.3. The State Records Disposal Certificate will be reviewed and approved by the Chairman of the State Records Commission and returned to the Records Officer.
- V.D.4. The Department may only dispose of the records upon receipt of the approved State Records Disposal Certificate and after the authorized disposal date. The records can be destroyed at any time after the date authorized on the form.

| V.E. Annual Review

- | V.E.1. Each Division Coordinator will prepare an annual summary of their division records inventory and records retention schedules for review and approval by the appropriate Deputy Director. This summary will include information regarding any requests to transfer or dispose of records made during the year.
- | V.E.2. The Deputy Director's review is to be completed by July 1 of each year and forwarded to the Director's Office by August 1 for review by the Records Officer.

| Indicates new or revised items.

**-End of Directive-**

**ILLINOIS STATE POLICE DIRECTIVE  
ADM-137, RECORDS RETENTION/DESTRUCTION SCHEDULES  
ADDENDUM 1, COMPLETION OF ANNUAL RECORDS INVENTORY**

<b>RESCINDS:</b> ADM-137, 2015-067, revised 09-04-2015.	<b>REVISED:</b> 07-07-2021 <b>2021-015</b>
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- I. Every ISP work unit is required to complete an annual records inventory.
- II. The following procedures are to be followed in completing the annual records inventory:
  - II.A. Identify each record series or public record created or maintained by the work unit.
  - II.B. Determine if an approved records retention schedule exists for each record series or public record.
  - II.C. Review existing records retention schedules to determine if they are current and accurate as written.
  - II.D. Compile a comprehensive list of all record series and/or public records.
    - II.D.1. Note those that do not have a corresponding records retention schedule.
    - II.D.2. Note those that have a records retention schedule in need of revision/update.

| Indicates new or revised items.

**-End of Addendum-**

**ILLINOIS STATE POLICE DIRECTIVE**  
**ADM-137, RECORDS RETENTION/DESTRUCTION SCHEDULES**  
**ADDENDUM 2, COMPLETION OF RECORDS RETENTION/DESTRUCTION**  
**SCHEDULES**

<b>RESCINDS:</b> New Addendum	<b>REVISED:</b> 07-07-2021 <b>2021-015</b>
<b>RELATED DOCUMENTS:</b> ADM-104	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> 26.1.8, 31.4.6, 35.1.5, 41.3.8, 42.1.3, 42.2.1, 43.1.1, 82.1.1, 82.1.2, 82.1.3, 82.3.5

- I. The Division Records Retention Coordinator (Division Coordinator) is responsible for its division's records retention/destruction schedules.
  - I.A. Step One – Complete a records inventory worksheet for each record series or public record that does not have a current and accurate records retention schedule. The following information is required for the records inventory worksheet.
    - I.A.1. Date – The date the worksheet was created, not the date on the records.
    - I.A.2. Number – Necessary when completing more than one worksheet.
    - I.A.3. Record Series – The title group of related records used/filed/evaluated as a unit for disposition purposes.
    - I.A.4. Dates – The first date for a record in the series. NOTE: When a specific date cannot be determined, an estimated date should be given for those records that are no longer created or required.
    - I.A.5. Volume – The total number of cubic feet of the record series in existence at the time of the inventory.
    - I.A.6. Annual Accumulation – The volume of records accumulated to date in total for the record series and identifies the volume of records accumulated annually. When the records are on paper, the volume is in cubic feet. When the records are digital, the volume is in bytes of data.
    - I.A.7. Number and Size of Files or Documents – Use this space to indicate the types of documents in the file. Either the physical measurements of the documents (length and width) or a description of the documents (IBM cards, 16mm microfilm, ledger sheets with size, ledger/minutes/journal bound in books, etc.).
    - I.A.8. Arrangement – Most records are arranged chronologically, alphabetically, numerically or by status (active/inactive/closed). Secondary or tertiary arrangements should be listed as follows: "chronological and alphabetical by license thereunder."
    - I.A.9. Agency – Illinois State Police
    - I.A.10. Division and Subdivision – The administrative subdivisions of the Department, such as Division, Bureau, Office or Section.
    - I.A.11. Office Location – The location of the office of the person having responsibility for the records.
    - I.A.12. Representative – Provide the contact information for the person responsible for the record series (name/title/telephone number).
    - I.A.13. Index or Finding Aids – Should be described briefly. Indicate the index media format, such as 3"x5" index cards or microfilm.
    - I.A.14. Records Officer – Provide the contact information for the ISP Records Officer (name/telephone number).
    - I.A.15. Description – The detailed and accurate description of each record series.
      - I.A.15.a. The description should contain enough detail to effectively appraise the value of the record series proposed for disposal.
      - I.A.15.b. Representatives should be able to explain in detail the function of the record and identify it so there is no misunderstanding about the records identity, use, and information on the worksheet.
      - I.A.15.c. Include legal requirements and statutory citations, if applicable.
      - I.A.15.d. Include the existing records retention schedule number and the item number, if applicable.

**ADM-137, Records Retention/Destruction Schedules**  
**Addendum 2, Completion of Records Retention/Destruction Schedules**

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- I.A.16. Recommendation – Dispositions should be specified in terms of years or months. When a specified retention depends upon the occurrence of an event or the completion of a transaction, the nature of the event or transaction should be indicated in the recommendation.
- I.B. Step Two – Submit the completed records inventory worksheet to the Records Officer.
  - I.B.1. The Records Officer will review the worksheet and forward it to the Illinois State Archives, Records Management Section.
  - I.B.2. Records Archivists at the Illinois State Archives will review the worksheet, reformat it into a formal records retention schedule, and return the draft records retention schedule to the Records Officer.
  - I.B.3. The Records Officer will forward the draft records retention schedule to the Division Coordinator for review.
- I.C. Step Three – Once approved, the Division Coordinator will submit the draft records retention schedule to the Chief Legal Counsel and the Chief Fiscal Officer for review.
- I.D. Step Four – Once approved by the Chief Legal Counsel and the Chief Fiscal Officer, the draft records retention schedule will be submitted to the Director's Office for Director's signature.
  - I.D.1. Once signed by the Director, the draft records retention schedule will be returned to the Records Officer.
  - I.D.2. The Records Officer will submit the draft records retention schedule with Director's signature to the Illinois State Archives Records Management Section for review by the State Records Commission.
  - I.D.3. Once approved and signed by the Chairman of the State Records Commission, the official records retention schedule will be returned to the Records Officer.
  - I.D.4. The Records Officer will ensure the Division Coordinator receives a copy of the official records retention schedule.
- II. The Records Officer is responsible for maintaining all official records retention schedules in a master file.

**-End of Addendum-**

**ILLINOIS STATE POLICE DIRECTIVE  
ADM-137, RECORDS RETENTION/DESTRUCTION SCHEDULES  
ADDENDUM 3, RECORDS TRANSFER SHEETS**

<b>RESCINDS:</b> New Addendum	<b>REVISED:</b> 07-07-2021 <b>2021-015</b>
<b>RELATED DOCUMENTS:</b> ADM-104	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> 26.1.8, 31.4.6, 35.1.5, 41.3.8, 42.1.3, 42.2.1, 43.1.1, 82.1.1, 82.1.2, 82.1.3, 82.3.5

I. Completion of Records Transfer Sheets to the State Records Center

- I.A. Some long-term Department records may be transferred to the State Records Center for storage. These records are still property of the Department and can be accessed.
- I.B. The State Records Center only accepts records that have been approved for a defined retention period by the State Records Commission.
- I.C. All transferred records must be identified for transfer on an approved records retention schedule.
- I.D. A Records Transfer Sheet must be submitted and approved before any records will be accepted at the State Records Center.

I.D.1. One records retention schedule may have multiple items, but each item will need a separate Records Transfer Sheet. Use one Records Transfer Sheet for each item on the records retention schedule.

I.D.2. The records retention schedule has the necessary information needed to complete most of the Records Transfer Sheet.

I.D.2.a. Agency – Illinois State Police

I.D.2.b. Division – Use the Division name as it appears on the records retention schedule.

I.D.2.c. Date – The date the Records Transfer Sheet was prepared.

I.D.2.d. Department – Use the Department name as it appears on the records retention schedule.

I.D.2.e. Individual to Contact – This is the Records Retention Coordinator, Records Officer, or the person who completed the Records Transfer Sheet.

I.D.2.f. Phone – The telephone number of the listed individual to contact.

I.D.2.g. Agency Box Number – The Division Coordinator will assign an Agency Box Number for those records being transferred to the State Records Center. It is recommended that the Agency Box Number be the next occurrence in a sequential series of shipments to the State Records Center. The Division Coordinator is responsible for the format of and structure of the Agency Box Number.

Examples: The Agency Box Number could be 351-3, which indicates shipment number 351, and box number 3 in that shipment. Another format includes a year group and then the box number within that shipment: 14-43 (year 2014, box number 43 of that shipment).

I.D.2.h. Title and Date of Records – Use the records series title that appears on the records retention schedule and the date span of the records being transferred.

I.D.2.h.1) Ship only one year at a time unless the accumulation is under one foot.

I.D.2.h.2) For each corresponding agency box number on the records transfer sheet, the specific contents of the box must be listed.

I.D.2.h.3) The listing is generally a description of the arrangement of the records in the box or a listing for the first and last file in the box (Example: Claim #14-203 thru #14-763).

I.D.2.h.4) The State Records Center does not prepare a description of the box contents, so the records transfer sheet must be complete and accurate so a specific record can be found later.

I.D.2.i. Schedule Number – Located in the upper right corner of the records retention schedule.

I.D.2.j. Item Number – Identifies a specific record series on the records retention schedule.

- I.D.3. When the Records Transfer Sheet is complete, put the name and contact information (e-mail and telephone number) of the personnel who completed the document on the sheet.
  - I.D.4. Records Transfer Sheet columns 1 thru 6, 18, and 19 are completed by the State Records Center staff.
  - I.D.5. After the records have been processed and accessioned by the State Records Center, a copy of the records transfer sheet, which will include the record shelf location(S) within the State Records Center, will be signed by State Records Center staff and returned to the Department. This will be its confirmation that legal custody for the record has been transferred to the State Records Center.
  - I.D.6. The Records Officer and Division Coordinator must maintain this form to provide access information for the record during its retention life at the State Records Center.
- I.E. A Records Center Box Label must be completed and applied to the end of every box.
- I.E.1. All records transferred to the State Records Center must be in an appropriate box.
    - I.E.1.a. Each box must have a completed Records Center Box Label attached to it.
    - I.E.1.b. Only use a records storage box, 15" x 12" x 10" with an attached lid. Do not use the 24" x 12" x 10" (bankers box) or records boxes with a separate lid to transfer records to the State Records Center.
    - I.E.1.c. The labels have a special adhesive that secures the label to the box. Contact the State Records Center for a supply of these labels.
    - I.E.1.d. If records arrive in any type of container other than what is recommended or with any type of label other than the designated Records Center Box Label, it will be returned.
  - I.E.2. The Records Center Box Label will include the following information:
    - I.E.2.a. Agency – Illinois State Police
    - I.E.2.b. Division – The same as used on the records transfer sheet.
    - I.E.2.c. Agency Box Number – The same as used on the records transfer sheet.
    - I.E.2.d. Records Schedule Number – The same schedule number as used on the records transfer sheet.
    - I.E.2.e. Total Boxes this Transfer – The number of boxes in this shipment.
    - I.E.2.f. Title and Date of Records – The same as used on the records transfer sheet.
    - I.E.2.g. Series This Box – The same as used on the records transfer sheet.
    - I.E.2.h. Disposal Date/Date Accessioned/Records Center Box Number – These are assigned by the State Records Center following record processing.
- II. Completion of Records Transfer Sheets to the State Archives
- II.A. The Illinois State Archives only accepts records that have been approved for permanent retention by the State Records Commission.
  - II.B. All transferred records must have an approved records retention schedule.
  - II.C. All transferred records must be accompanied by a completed Archives Records Transfer Sheet. Any records that arrive without a completed Archives Records Transfer Sheet will be returned to the Department.
  - II.D. The Archives Records Transfer Sheet will include the following information:
    - II.D.1. Page Number – The page number of the form.
    - II.D.2. Records of – Illinois State Police, Division, Bureau and Office
    - II.D.3. Contact – Name of individual transferring materials, address, and telephone number.
    - II.D.4. State Records Commission Application and Item Numbers – From the records retention schedule.
    - II.D.5. Box or Vol. No. – Contents of box or printed volume.
    - II.D.6. Dates of Records – The beginning and end dates of the records.

- II.D.7. Title and Contents of Records – The title listed on the records retention schedule and additional identifying information concerning what is in the records.
- II.E. After the records have been processed and accessioned by the State Archives, a copy of the Archives Records Transfer Sheet will be signed and returned to the Records Officer.
  - II.E.1. The form will have the location of the records within the Archives added.
  - II.E.2. This will be the Department's confirmation that legal custody for the records has been transferred to the State Archives and must be retained permanently by the Records Officer and Division Coordinator.
- II.F. The Records Officer will forward a copy of the Archives Records Transfer Sheet to the Division Coordinator.

**-End of Addendum-**

**ILLINOIS STATE POLICE DIRECTIVE  
ADM-137, RECORDS RETENTION/DESTRUCTION SCHEDULES  
ADDENDUM 4, APPLICATION FOR DISPOSAL OF RECORDS**

<b>RESCINDS:</b> New Addendum	<b>REVISED:</b> 07-07-2021 <b>2021-015</b>
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- I. Once a record's retention period has expired and there is no audit or legal hold on the record, which would require the retention period to be extended to meet the hold requirement, a State Records Disposal Certificate must be submitted to the Illinois State Archives Records Management Unit for approval prior to disposing of the records.
  - I.A. The State Records Disposal Certificate will include the following information:
    - I.A.1. Application # – The number of the Application.
    - I.A.2. State Agency – Illinois State Police
    - I.A.3. Address – Work unit address.
    - I.A.4. Contact Telephone – Name and phone number of the individual completing the form.
    - I.A.5. Contact Email – Email address of the individual completing the form.
    - I.A.6. Item No. From Application – The item number for the records listed on the records retention schedule.
    - I.A.7. Records Series Title – The record series title listed on the records retention schedule.
    - I.A.8. Inclusive Dates – The first date and the last date for the records being disposed.
    - I.A.9. Volume of Records – When the records are on paper, the volume is measure in cubic feet. When the records are digital, the volume is measure in kilobytes, megabytes, gigabytes, and so on.
    - I.A.10. Method of Disposal – How the records are to be destroyed, such as shred, incinerate, delete, or recycled.
    - I.A.11. Microfilm/Digitization Certification Block – This line must also be signed when records are microfilmed or digitized and means the document conversion is in full compliance with 44ILL Admin. Code 4400 (2015) requirements.
    - I.A.12. Date – The date upon which the records are to be destroyed.
    - I.A.13. Signature – Individual disposing of the record, which is generally the point of contact.
    - I.A.14. Name/Title – Typed or printed name and title for the signature provided.
    - I.A.15. Approved – The submitted form has to be signed by the Chairman of the State Records Commission for approval. This is the final step in the disposal authorization process.
  - I.B. The State Records Disposal Certificate must be submitted to the Illinois State Archives Records Management Unit at least 30 days before the intended disposal date.
- II. The State Records Disposal Certificate will be reviewed and approved by the Chairman of the State Records Commission and returned to the Records Officer.
  - II.A. The approved State Records Disposal Certificate is returned to the Records Officer for permanent retention in a master file.
  - II.B. The Records Officer will forward a copy of the approved State Records Disposal Certificate to the Division Coordinator.
- III. The Department may only dispose of the records upon receipt of the approved State Records Disposal Certificate and after the authorized disposal date. The records can be destroyed at any time after the date authorized on the form.

-End of Addendum-