



# Illinois Department of Corrections

## Administrative Directive

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| Number:<br><b>02.95.101</b> | Title:<br><b>General Provisions</b> | Effective:<br><b>2/1/2022</b> |
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| <b>Authorized by:</b> | <i>[Original Authorized Copy on File]</i> | <b>Rob Jeffreys</b><br>Director |
| <b>Supersedes:</b>    | 02.95.101 effective 4/1/2021              |                                 |

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| <b>Authority:</b><br>5 ILCS 160/1<br>44 IAC 4400.50 and 4400.60 | <b>Related ACA Standards:</b><br>5-ACI-1A-07 and 10, 5-ACI-1B-13, 5-ACI-1C-20, 5-ACI-1E-01, 5-ACI-1F-01, 02, 06, 07, 5-ACI-2F-01, 5-ACI-3A-09, 42, 5-ACI-3D-16, 5-ACI-6A-04, 5-ACI-6D-05 – 07 |
| <b>Referenced Policies:</b>                                     | <b>Referenced Forms:</b>  |

### **I. POLICY**

The Department shall maintain a program for the economical and efficient management of agency records in accordance with State statutes and rules promulgated by the State Records Commission.

### **II. PROCEDURE**

#### **A. Purpose**

The purpose of this directive is to provide general guidelines for staff for the development of a records management program.

#### **B. Applicability**

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

#### **C. Facility Reviews**

A facility review of this directive shall be conducted at least annually.

#### **D. Definitions**

Non record material – includes material which is used in the course of business which does not depict the organization, function, policies, decisions, procedures, operations, etc. of the facility or Department.

Official record – the copy maintained by the originating office; and the copy maintained by other offices which is used to support entries to journals, ledgers, books of records, information systems, logs or analytical reports.

Record material – includes all books, papers, electronic records, maps, photographs or other official documentary materials, regardless of physical form or characteristics, made, produced, executed or received by any agency in the State in pursuance of State law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its successor as evidence of the activities of the State or of the State government, or because of the informational data contained therein.

#### **E. Requirements**

1. The Deputy Director of the Division of Finance and Administration shall appoint an Agency

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Records Retention Coordinator who shall:

- a. Develop consistent criteria for the purpose of assessing the value of record series;
  - b. Coordinate those functions relating to the creation, organization, maintenance and disposition of records;
  - c. Monitor record applications through the State Records Commission approval process;
  - d. Assist and advise the local Records Retention Coordinators; and
  - e. Serve as the agency liaison for the State Records Program.
2. The Deputy Director of each division shall appoint a local Records Retention Coordinator who shall be responsible for managing the records which are not maintained in an institution or facility.
3. The Chief Administrative Officer of each facility shall appoint local Records Retention Coordinators, each of whom will be responsible for managing one or more of, but not limited to, the following types of records:
- a. Administrative;
  - b. Business Office;
  - c. Employee;
  - d. Individual in custody; and
  - e. Investigation reports and materials.
4. The local Records Retention Coordinator shall:
- a. Determine which materials are subject to the records retention program, and establish a disposition schedule for all record material;
  - b. Ensure appropriate disposition on a timely basis (i.e., appropriate records are disposed of annually);
  - c. Ensure records are properly prepared for storage or transfer;
  - d. Prepare and submit all required documentation; and
  - e. Serve as facility liaison for the Agency Records Retention Coordinator.
5. The current names of all local Records Retention Coordinators shall be submitted to the Agency Records Retention Coordinator, Division of Finance and Administration, Central Office. When the facility has more than one coordinator, the types of records for which each person is responsible shall be indicated.
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