



## Illinois Department of Corrections

### Administrative Directive

Number: <b>02.95.107</b>	Title: <b>Access to Stored Records</b>	Effective: <b>5/1/2021</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Acting Director
<b>Supersedes:</b>	02.95.107 effective 4/1/1993

<b>Authority:</b> 5 ILCS 160/1 44 IAC 4400.50 and 4400.60	<b>Related ACA Standards:</b> 5-ACI-1F-01-02, 06-07; 5-ACI-2F-01
<b>Referenced Policies:</b>	<b>Referenced Forms:</b>

#### **I. POLICY**

Stored records shall be accessible and maintained in good order.

#### **II. PROCEDURE**

##### **A. Purpose**

The purpose of this directive is to provide instructions to staff in regard to accessing stored records.

##### **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. Requirements**

###### 1. Locally Stored Records

Procedures shall be established by the local Records Retention Coordinators and approved by the Chief Administrative Officer or the Deputy Director for accessing records stored locally. The procedure shall provide for:

- a. Access to records by authorized personnel only.
- b. Return of records to appropriate storage area and box.

###### 2. Records Stored at the State Records Center

- a. Access to records stored at the State Records Center shall be limited to Records Retention Coordinators or agency representatives. A letter of authorization from the Director or his or her designee shall be required to allow access for anyone else.
- b. Requests for records or requests for visits to the State Records Center to review records shall be submitted to the Agency Records Retention Coordinator by a local Records Retention Coordinator.

(1) Requests shall be made in writing. However, when timing is critical and the

	Illinois Department of Corrections Administrative Directive	Page 2 of 2
Number: 02.95.107	Title: Access to Stored Records	Effective: 5/1/2021

records needed are limited, telephone requests may be made. Written or verbal requests shall include the following information:

- (a) Requestor's name;
  - (b) Facility or division;
  - (c) Originating office;
  - (d) Telephone number;
  - (e) Title and date of records requested;
  - (f) Specific information required; and
  - (g) State Records Center box number.
- (2) If the request is for a visit to the Center, the request shall also include the expected date and time of arrival at the Center.

c. The Agency Records Retention Coordinator shall process the requests.

3. Archived Records

- a. Archived records are available for use by government officials and the general public on the State Archives premises.
  - b. The local Records Retention Coordinator shall notify the Agency Records Retention Coordinator in advance when visits to the State Archives are necessary.
  - c. The Agency Records Retention Coordinator shall arrange for the specific records to be retrieved prior to the visitor's arrival and obtain any required authorization for the visitor to access the records.
  - d. Research at the State Archives shall be conducted at no charge for Illinois residents. Fees shall be assessed for photocopies, certifications and other services provided. The Agency Records Retention Coordinator shall arrange for services upon request.
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