



Illinois Department of Corrections

Administrative Directive

Number: 02.95.110	Title: Disposal of Records	Effective: 5/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	02.95.110 effective 10/1/2016

Authority: 5 ILCS 160/1 44 IAC 4400.50 and 4400.60	Related ACA Standards: 5-ACI-1E-01, 5-ACI-3D-16, 5-ACI-6D-07
Referenced Policies:	Referenced Forms:

I. POLICY

The Department shall ensure records are properly disposed of upon expiration of the retention period, providing all audits have been completed and no litigation is pending.

II. PROCEDURE

A. Purpose

The purpose of this directive is to provide instructions to staff regarding proper disposal of 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. Disposition of Locally Stored Records

- a. The local Records Retention Coordinators shall periodically review the disposition dates of locally stored records.
- b. Thirty days prior to the disposition date, the local Records Retention Coordinator shall prepare a State Records Disposal Certificate and submit it to the Agency Records Retention Coordinator electronically or provide a copy in triplicate. The Agency Records Retention Coordinator shall review and forward the certificate to the Chairman of the State Records Commission. Records still needed due to litigation, grievances, audit purposes, etc. shall not be included on the disposal certificate.
- c. Upon receipt of the approved certificate, the Agency Records Retention Coordinator shall retain a copy and forward the approved State Records Disposal Certificate to the local Records Retention Coordinator.
- d. Disposal of records may commence upon receipt of the approved disposal certificate. The disposal of records shall be supervised by the local Records Retention Coordinator. The Records Retention Coordinator shall date and initial the disposal certificate when the records are actually disposed.

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- (1) Microfilm and confidential records shall be shredded.
 - (2) Paper records may be shredded, recycled or burned.
 - (3) X-rays shall be disposed of in the manner approved by the Health Services Unit.
- e. The approved State Records Disposal Certificate shall be retained in the local Records Retention Coordinator's files.
2. Disposition of Records Stored at the State Records Center
- a. Approximately two weeks prior to the disposal date, the State Records Center will send a Notice of Destruction for the appropriate records to the Agency Records Retention Coordinator.
 - b. The Agency Records Retention Coordinator shall forward the notice with a cover memo to the local Records Retention Coordinator.
 - c. The local Records Retention Coordinator shall complete the questions on the cover memo and return the memo and the notice to the Agency Records Retention Coordinator. Any records still needed due to litigation, grievances, etc. shall be identified. Copies of the memo and notice shall be retained in the local files.
 - d. The Agency Records Retention Coordinator shall notify the State Records Center of the disposal decision.
 - e. Based on the disposal decision, the State Records Center will:
 - (1) Arrange for proper disposal of records;
 - (2) Return the records to the Agency for disposal; or
 - (3) Further retain the records.
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