



Illinois Department of Corrections

Administrative Directive

Number: 05.02.130	Title: Maintenance of Catalogues and Manuals	Effective: 10/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	05.02.130 effective 3/1/2021

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1F-01
Referenced Policies:	Referenced Forms:

I. POLICY

All Department-owned correctional facilities shall implement a program for the preservation of the manufacturers' manuals and the parts catalogues.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure to ensure preservation of documents pertaining to parts suppliers and the operation of equipment, which are necessary for efficient Department operations.

B. Applicability

This directive is applicable to all Department-owned correctional facilities.

C. Facility Reviews

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

D. Requirements

The Chief Administrative Officer shall ensure all catalogues and manuals are filed in the Chief Engineer's Office in the following manner:

1. All operational manuals and spare parts catalogues shall be filed in alphabetical order.
 2. If extra copies of operational manuals and spare parts catalogues are to be maintained, they shall be filed separately and used as a cross reference.
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