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Illinois State Archives
Records Management Division

**Managing Your Records &
the Local Records Act:
A Quick Guide for
Disposing of Local Records**

January, 2025

Purpose of this Guide:

This guide's purpose is to provide a records management and disposal process overview for agencies of local government that is statutorily compliant with the Local Records Act (50 ILCS 205). Its use is for either the new employee using their **Application for Authority to Dispose of Local Records** (here after referred to as **APP**) for completing their first **Records Disposal Certificate** (hereafter referred to as a **DC**), or experienced employees for reference. This guide outlines the services provided at no charge by the Illinois State Archives Local Records Unit, Illinois Secretary of State. Please carefully read through the entire guide and review all examples before beginning the records disposal process.

What is the Local Records Act?

The Local Records Act (50 ILCS 205), enacted in 1962, regulates the preservation and disposal of public records for all units of local government in Illinois. The law's purpose is to provide a statutorily compliant and defensible process for managing records that are necessary for the proper functioning of government, the destruction of obsolete and valueless records, and the archival preservation of records that have long-term research value, and are not necessary for the routine operations of local government. Disposing of obsolete records and preserving archival materials frees valuable storage space for ever-increasing quantities of current records, which are vital for the daily business and continuity of operations. This law establishes the Local Records Commission for downstate counties, and the Cook County Local Records Commission. Both Commissions approve record retentions (life cycle) for local governmental agencies. The Records Management Unit of the Illinois State Archives provides administrative support for both the commissions in executing their statutory functions. Please remember that in Illinois, no public record may be disposed of without the approval of the appropriate records commission.

What is a public record?

Under the Local Records Act, a public record is:

(50 ILCS 205/3) (from Ch. 116, par. 43.103)

Sec. 3. Except where the context indicates otherwise, the terms used in this Act are defined as follows:

"Public record" means any book, paper, map, photograph, born-digital electronic material, digitized electronic material, electronic material with a combination of digitized and born-digital material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of public record. Paper copies of registration records, as defined in Section 1 of the Library Records Confidentiality Act (75 ILCS 70/1), shall not be considered public records once the information contained in the paper registration records is transferred into a secure electronic format and checked for accuracy.

(Source: P.A. 99-147, eff. 1-1-16.)

Are faxes, videos, emails, and instant messages, etc. public records?

When the information contained in a fax, email, instant message/text, social media post, video or audio recording fits the definition above, it is defined as a public record and is subject to the provisions of the Local Records Act, regardless of the media.

Are records stored in a digital format a record under the Local Records Act?

In the current office environment, record information may no longer be maintained solely on paper or microfilm. Record information may be stored using multiple types of media, including magnetic (cassette) tapes, floppy disks, thumb-drives, hard-drives, CDs, DVDs, MP3s, cloud storage, and etc.

An amendment to the Local Records Act, effective January 1, 2001, allowed local government agencies to reproduce existing public records in an electronic format with the intent to dispose of the original records. This practice is only allowable if the electronic records are reproduced on a "durable medium that accurately and legibly reproduces the original record in all details," and "that does not permit additions, deletions, or changes to the original document images."

The electronic records must be stored in an electronic records management system, also known as ERIM, which compliant with Illinois Administrative Code Title 44 Part 4000.80 i), or Part 4500.80 i). This is to ensure that the digital records are retained in a trustworthy manner so that the records, and the information contained in the records, are accessible and usable for subsequent reference at all times while the record information must be retained [life-cycle]. A concern for electronic storage is that all personal information belonging to citizens must be kept in a manner compliant with the Personal Information Protection Act (815 ILCS 530/12).

Each agency is under statutory obligation to file a DC with the appropriate Local Records Commission before the records that are scanned can be disposed of. Submit another DC when reproduced electronic records have met their life-cycle, and before they are deleted from the ERIM. This means that the agency must file **two** DCs for scanned/digitized records.

How do you dispose of records?

First, find your APP:

Your agency should have an APP approved by the appropriate Local Records Commission. The APP is a unique document that provides a listing of all public records held by your agency and includes recommendations how long to keep them. If you cannot find your agency's APP, please contact your Local Records Field Representative identified at the end of this guide or the Local Records Unit. Either you will receive a copy of your existing APP, or your Field Representative will guide you through records inventory process and prepare an APP specifically for your agency. (See sample APP on page 7.)

NOTE: There are no generic record retention lists that an agency can use in place of an APP. The record retentions the agency is in their APP. There is no list of record retentions found in the Local Records Act, Illinois Administrative Code, or on the Illinois State Archives website. This is why having, saving and maintaining the APP is critical for the management of local records.

Second, organize your records:

To help with the disposal process organize your records by record series item title found in your APP, then by year within each records series item. Please try to avoid storing items with different retention periods together. For example, the sample APP on page 7, lists the record series Item #101 – ADMINISTRATIVE FILES AND MISCELLANEOUS CORRESPONDENCE, INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORDS SERIES, REFERENCE MATERIALS, PUBLICATIONS, ETC. This records series has a retention period (life cycle) of one year. For paper records, group all documents in this record series together in a folder for 2024 for records spanning January 1st, 2024 through December 31st, 2024. Use a matching folder structure for electronic, whether in an email or file management system. You will be able to dispose of the folder(s) for 2022 at the beginning of 2024, which means the documents in this folder, is now one year old. See the table on page 12 of this guide shows the latest dates you can dispose based upon retention period.

Third, identify and prepare records for disposal:

When ready to dispose of records, identify and segregate all records that have met their retention period. It is recommend that records are dispose of on an annual basis. Check with the agency's legal counsel and management to make sure no litigation is pending or anticipated that will require keeping the record longer than the recommended retention, and that the records are not under FOIA or audit. **Resolve all FOIA/audit/discovery/litigation issues before destroying any record.** Once cleared, fill out the DC.

Fourth, fill out the DC:

Go to <https://www.ilsos.gov/departments/archives/recordsmanagement> to find the current Disposal Certificate and Continuation Sheet forms. Download a copy to your computer so that you can save your work. Alternatively, you can contact your Local Records Field Representative or the Local Records Unit to make sure you have the most up to date version.

Fill out all the information required in the upper right hand – make sure fill in the Application #. Use the above example: put a 2 in the Application Item No. column; put ADMINISTRATIVE FILES AND MISCELLANEOUS CORRESPONDENCE, INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORDS SERIES, REFERENCE MATERIALS, PUBLICATIONS, ETC. in the column Record Series Title (*please use the exact record series title as it appears in the APP, do not change it*) put the year(s), in this case 2020, in the column Inclusive Dates (month/year); put the volume, in this case there is one folder, so it would be negligible – Neg., in the column Volume of Records (Cu. Ft. or MB/GB).

Remember the first column is for the APP Item number only and should match the number to the right of the record series title on your APP. Do not consecutively number the items on the form.

If your agency has records that aren't listed on your APP, please contact your Local Records Field Representative to discuss options for adding items to your existing APP, or updating your APP to better reflect how your agency functions.

When converting a paper record to a digital record by scanning, you will have to fill out and sign the lower left-hand corner of the form to destroy the paper copy of the records listed, and prepare another DC when deleting the digital scan from the ERIM, which occurs when the life-cycle has been met.

Doing this affirms that the agency is in compliance with Illinois Administrative Codes Title 44, Parts 4000.50, 4500.50, 4000.70, 4500.70, 4000.80 and 4500.80. Place an asterisk after the item number to denote scanned records, and place a parenthetical statement after the Record Series Title (scanned) to denote scanning of record. Make sure the agency has a signature at the bottom right-hand corner, date of signature – this is beside the signature line.

NOTE: The signature has to be either an original wet-signature or a facsimile. ***The DC cannot be a digitally signed.***

NOTE: The SoS Local Records Unit will assign the date above the signature, which is 30 days after DC approval.

Emergency Disposal: Loss of public records by fire, weather, or damage from water and not recoverable, then contact the Local Records Unit as soon as possible. In addition to submitting a DC, you will need to provide a written explanation explaining the situation and include photographs of the damage. You may not make a request for emergency disposal if your agency is moving or for any other administrative need.

Rolling Disposal: A multiple-event single DC, also called a Rolling Disposal, is used for digital records stored less than one year in automatic over-write data storage systems – (Illinois Administrative Code Title 44, Part 4000.40 d)/4500.40 d). An example would be a surveillance system that stores images for a specific time-period, and then writes new images after that period – generally 90 days. This type of disposal is prepared for a year in advance of the disposal cycles. There is an example on page 11.

Fifth, submit the DC to the Local Records Unit:

When the DC is complete, correct, legible, and signed, either mail it to the address located on the upper right-hand corner of the DC, or email a scanned imaged of the completed and signed DC to recordsmgt@ilsos.gov. We are unable to reply with a notification of receipt. DCs processing is within 60 days after receipt in the Local Records Unit.

Sixth, approved DC returned:

Check DC for annotations or changes. A change could include the removal of a record series due to incorrect the retention period, wrong record series title, no volume, or no signature. If a retention period was not met/correct, then resubmit DC when the retention period is met. File the approved DC with your agency's APP – they are both permanent records. You will need the DC to support agency statutory compliance when destroyed records fall under a FOIA, audit, or litigation discovery request. Your approved DC will indicate the date on or after which you may destroy the records. You are responsible for maintaining the records until that date. If your agency uses a commercial shredding service, schedule the shredding 30 days **after** receiving the approved DC.

NOTE: Tampering with public records is covered under 720 ILCS 5/32-8. When a person knowingly and without lawful authority alters, destroys, defaces, removes or conceals any public record commits a Class 4 felony. (Source: Public Act 96-1217, eff. 1-1-11; 96-1508, eff. 6-1-11; 97-1108, eff. 1-1-13; 98-1063, eff. 1-1-15; 99-363, eff. 1-1-16; Also see 50 ILCS 205/4 (a))

Sample Application for Authority to Dispose of Local Records (APP) Retention Schedule

Inquiries and Applications to:

Local Records Unit
Illinois State Archives
Margaret Cross Norton Building
Springfield, IL 62756
(217)782-7075

Application No. 20:001

APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS

Page 1 of 31

COUNTY <i>Jersey</i>	CITY <i>Jerseyville</i>	ZIP <i>62052</i>	LOCAL RECORDS COMMISSION APPROVAL <i>Pamela Davidson</i> CHAIR <i>David Joens</i> DIRECTOR, STATE ARCHIVES <i>January 7, 2020</i> DATE
AGENCY <i>Jersey County Clerk and Recorder</i>			
ADDRESS <i>PO Box 216 200 North Lafayette Suite 1</i>			
PHONE <i>(618) 498-5571x115</i>			
I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm or digitized copies will be made in accordance with standards of the Local Records Commission and will be adequate substitutes for the original records. <i>Pam Warford</i> <i>November 19, 2019</i> Signature of Agency Head Date <i>Pam Warford, County Clerk & Recorder</i>			

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF:

- AFTER THEIR INDIVIDUAL RETENTION PERIOD IS COMPLETE,
- IF THEY ARE CORRECTLY LISTED ON A RECORDS DISPOSAL CERTIFICATE SUBMITTED TO AND APPROVED BY THE LOCAL RECORDS COMMISSION SIXTY (60) DAYS PRIOR TO DISPOSAL,
- PROVIDING ANY LOCAL, STATE, AND FEDERAL AUDIT REQUIREMENTS HAVE BEEN MET,
- AS LONG AS THEY ARE NOT NEEDED FOR ANY LITIGATION EITHER PENDING OR ANTICIPATED.

THIS RECORDS RETENTION SCHEDULE DOES NOT RELIEVE LOCAL GOVERNMENTS OF RETENTION REQUIREMENTS MANDATED BY OTHER STATE AND FEDERAL STATUTES AND/OR REGULATIONS. WHEN SUCH AN OBLIGATION DOES EXIST, THEN THE LONGER RETENTION PERIOD TAKES PRECEDENCE.

DISPOSAL OF RECORDS AFTER MICROFILMING OR DIGITIZING MUST BE NOTED ON THE RECORDS DISPOSAL CERTIFICATE.

THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES ARE TO BE RETAINED PERMANENTLY.

[This application supersedes application 85:167](#)

Sample Application for Authority to Dispose of Local Records Retention Schedule

APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS

Application No. 20:001
Page 2 of 31

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
	<u>ADMINISTRATIVE RECORDS</u>
100.	<p><u>APPLICATIONS FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND LOCAL RECORDS DISPOSAL CERTIFICATES</u></p> <p>Dates: 1985- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
101.	<p><u>ADMINISTRATIVE FILES AND MISCELLANEOUS CORRESPONDENCE, INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORDS SERIES, REFERENCE MATERIALS, PUBLICATIONS, ETC.</u></p> <p>Dates: 2004- Volume: 30 Cu. Ft. Digital Volume: 1 Gigabyte Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>
102.	<p><u>AGENDAS AND MINUTES OF THE COUNTY BOARD (INCLUDES SUPERVISOR'S RECORD), ORDINANCES AND RESOLUTIONS</u></p> <p>Dates: 1879- Volume: 80 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>Recommendation: Retain one (1) permanently.</p>

Sample Application for Authority to Dispose of Local Records Retention Schedule

APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS

Application No. 20:001
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(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORDS SERIES
103.	<p><u>APPLICATIONS FOR EMPLOYMENT</u></p> <p>Dates: 1999- Volume: ¼ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain solicited applications and supporting documents for two (2) years from the date of the application, then dispose of. Retain unsolicited applications and supporting documents for one (1) year from the date of application, then dispose of.</p>
104.	<p><u>AUDIO RECORDINGS OF MEETINGS</u></p> <p>Dates: 2001- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for sixty (60) days after adoption of official minutes, then dispose of.</p>
105.	<p><u>BIDS, SPECIFICATIONS, AND PROPOSALS</u></p> <p>Dates: 1991- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain successful bids for ten (10) years after terms of the related contract are complete, then dispose of. Retain unsuccessful bids for three (3) years after rejection, then dispose of</p>

Local Records DC Completion review:

A *DC* and *Supplemental Page* (when needed) must be filed with and approved by the Local Records Commission before any records are destroyed. These forms are available for down-load at the Archives website, under State and Local Records Management section (https://www.ilsos.gov/departments/archives/records_management/lrmdisp.html). Download the forms from this site to your local server before filling them out. Fill-out the form, save, then email it recordsmgt@ilsos.gov, or print and then manually typed and mailed to the address provided on the form. The form must have a wet-signature of facsimile – digital signatures not accepted.

Instructions for Completing a *DC* for Local Records:

- **Application Number:** On the line in the upper right-hand corner of the form, enter the record application number from the *APP*, which lists the records to be disposed of.
- **County:** Enter the name of county.
- **From:** Enter the agency and division.
- **Address:** Enter the address of the agency.
- **Telephone Number and Email Address:** Enter the telephone number and email address of the agency's contact person.
- **Item Number from Application:** Enter the item number from the *Application for Authority to Dispose of Local Records* for each individual item to be disposed of.
- **Record Series Title:** Enter the exact title of each record series to be disposed of.
- **Inclusive Dates:** List the beginning and ending date span for each record series to be disposed of.
- **Volume of Records to be Destroyed:** If the records are paper, list the volume to be disposed of in cubic feet; if the records are digital, list the volume in kilobytes, megabytes, gigabytes and so on.
- **Disposal Date:** it is entered by the Records Management Unit before the *DC* is returned
- **Signature:** the signature has to be either original of a facsimile, it cannot be a digital signature .

At the bottom right of the form, the person requesting disposal will sign and date the *DC*. Make sure to indicate the title of the person requesting disposal and print the person's name below the signature. Agencies planning to microfilm/digitize and then dispose of paper records must also sign the microfilm/digitization certification statement on the bottom left portion of the Disposal Certificate.

Send the *DC* to the Local Records Commission, Illinois State Archives, sixty (60) days before the disposal date to ensure enough time for processing. Retain a copy for your file until an approved copy is returned to your agency.

Do not dispose of materials until the approved copy of the *DC* is returned to your agency in compliance with Title 44 Illinois Administrative Code Section 4000.40 (Down State), and Title 44 Illinois Administrative Code Section 4500.40 (Cook County).

In accordance with the Illinois Administrative Code, Section 4000.40, please submit *DC* at least 60 days in advance of when you intend to dispose of the records.

If you need assistance in completing your Disposal Certificate, please call (217) 782-7075, or contact your Local Records Field Representative.

Sample Records Disposal Certificate (DC):

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

Directions:

1. Fill in all blanks and columns.
2. Application item numbers must be listed in numerical order.
3. Record series titles must be listed as they appear on application.
4. Sign and send certificate to above address or email to recordsmg@ilsos.gov.
5. Retain records until approved copy is returned.

APPLICATION#: 20001 _____
COUNTY: Jersey _____
FROM: County Clerk/Recorder
(Agency Division)
ADDRESS: P.O. Box 219
(Street, P.O. Box)
Jerseyville, IL 62052
(City, ZIP)
CONTACT TELEPHONE: () 000.000 _____
CONTACT EMAIL: xyzsystem@anywhere.com

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
101	Administrative Files & Miscellaneous Correspondence including email classified as general correspondence and not related to another record series.	2024	Neg. 24 MB
103	Applications for employment Unsolicited Solicited	2019 2018	1 CF Neg.
104	Audio Recordings of Meeting	1/2025 12/2025	Neg.
105*	Bids, Specifications and Proposals Unsuccessful bids Successful bids *Successful bids (scanned)	2020 2010 1/2011- 12/2025	2 CF 1 CF 3 CF
			Total Volume from all pages Cu. Ft. MB/GB

If any of the above records are microfilmed, I hereby certify that they have been reproduced in compliance with standards given in Sections 4000.50 and 4500.50 of the Regulations of the Local Records Commissions.

If the records are digitized, I certify that they have been reproduced in compliance with standards given in Sections 4000.70 / 4500.70 and will be maintained in compliance with standards given in Sections 4000.80 / 4500.80 of the Regulations of the local Records Commissions.

Jane Doe
(Signature required only if records have been microfilmed or digitized.)

I hereby certify that, in compliance with authorization received from the Local Records Commission, the records listed above will be disposed of on or after:

Disposal date set by the ILSOS _____
Jane Doe _____
Signature of the Agency Official
Jane Doe, Clerk/Recorder
Print Agency Official name and title on line above
Approved by ILSOS _____
1/1/01 _____
Submission Date
Prepared by: Winston Salem, Deputy Clerk

Sample Rolling Disposal:

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

- Directions:**
1. Fill in all blanks and columns.
 2. Application item numbers must be listed in numerical order.
 3. Record series titles must be listed as they appear on application.
 4. Sign and send certificate to above address or email to recordsmg@ilsos.gov.
 5. Retain records until approved copy is returned.

APPLICATION#: 0000
COUNTY: Anywhere
FROM: Zenith Public Library
(Agency DMBD)
ADDRESS: 00 North Main Street
(Street, PO Box)
Zenith, IL 0000
(City/STP)
CONTACT TELEPHONE: () 000-000
CONTACT EMAIL: zenith@anywhere.com

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
200	Video Surveillance Recordings Jan 1 to Dec 31, 2024	2024	5 GB
			Total Volume from all pages Cu. Ft. _____ MB/GB <u>5 GB</u>

If any of the above records are microfilmed, I hereby certify that they have been reproduced in compliance with standards given in Sections 4000.50 and 4500.50 of the Regulations of the Local Records Commissions.
If the records are digitized, I certify that they have been reproduced in compliance with standards given in Sections 4000.70 / 4500.70 and will be maintained in compliance with standards given in Sections 4000.80 / 4500.80 of the Regulations of the Local Records Commissions.

(Signature required only if records have been microfilmed or digitized.)

I hereby certify that, in compliance with authorization received from the Local Records Commission, the records listed above will be disposed of on or after:

Disposal date set by the LSOS _____ Approved by LSOS _____
 Doth Goode Jan 30 2025
 Signature of the Agency Official _____ Submitting Date _____
 Signed in blue ink _____
 Print Agency Official name and title on line above _____
 Prepared by: Amy Administrator _____

Computing Retention Periods & Volume for Local Records Disposal Certificates

In accordance with the Illinois Administrative Code, you must submit a Local Records Disposal Certificate for permission to dispose of records. You may dispose of the records once you have received an approved copy back from the Local Records Unit and met the disposal date written in on the certificate.

In 2025 you may submit a Disposal Certificate to dispose of records based on retentions listed in your *Application for Authority to Dispose of Local Records* for up to the following dates:

If the retention period is:	You may dispose by calendar year (month does not need to be included):	Latest date of records where month 1) represents full retention period, and 2) month number is at least one prior to submission month
1 Year	Records Dated December 2023 or earlier	[month #] /2024
2 Years	Records Dated December 2022 or earlier	[month #] /2023
3 Years	Records Dated December 2021 or earlier	[month #] /2022
4 Years	Records Dated December 2020 or earlier	[month #] /2021
5 Years	Records Dated December 2019 or earlier	[month #] /2020
6 Years	Records Dated December 2018 or earlier	[month #] /2019
7 Years	Records Dated December 2017 or earlier	[month #] /2018
8 Years	Records Dated December 2016 or earlier	[month #] /2017
9 Years	Records Dated December 2015 or earlier	[month #] /2016
10 Years	Records Dated December 2014 or earlier	[month #] /2015
15 Years	Records Dated December 2009 or earlier	[month #] /2010
60 Years	Student Permanent Records: Year student graduated, withdrew from district, or transferred, by calendar year: 1964	By school year, submitted in: July: 6/1965
22 months	You may dispose of Federal Election Records dated November 2023 on or after September 30, 2025.	

The above are sample retention periods. Your application may contain retention periods longer than 15 years, which you may compute by subtracting one year from the current year and then subtracting the retention period.

Computing Paper and Electronic:

- 1 Full Letter Size Drawer = 1.5 Cu. Ft.
- 1 Full Legal Size Drawer = 2.0 Cu. Ft.
- 1 Full Lateral File Size Drawer = 2.5 Cu. Ft.

Small banker's boxes are 1 Cu. Ft.
 Long banker's boxes, either letter or legal, can be counted as 2 Cu. Ft.
 A Copy Paper Box used for 10 reams is 1 Cu. Ft.
 Approximately 5000 sheets of paper are contained in 1 Cu. Ft.

If you just have a few file folders (the size of a ream of copy paper or less), use "Negligible" in the volume column and count as 0.1 cu ft in the total.

To determine the size of an electronic file, right click on the file or folder name and then left click on properties to determine the KB, GB, or TB. 10 MB or less can be considered negligible electronic.

VISITING THE SECRETARY OF STATE WEBSITE

<http://www.ilsos.gov>

Click on Departments tab located at the top of the page, then drop down to Illinois State Archives, then to State and Local Records Management and click to display a drop-down list of contents.

Below is a list of resources currently available to assist local agencies with their records.

ILLINOIS STATE ARCHIVES

State and Local Government Records Management Programs

The Records Management Section of the Illinois State Archives is responsible for assisting state and local government agencies with the disposal of records. In Illinois, no public record may be disposed of without the approval of the appropriate records commission.

For information about the procedures to dispose of local government records, call 217-782-7075 or 782-7076. You may also contact our office through mail, fax, or e-mail:

Records Management Section
Illinois State Archives
Margret Cross-Norton Building
Springfield, Illinois 62756
217-557-1928 (fax)

Illinois State Archives Contact Form: http://www.ilsos.gov/ContactFormsWeb/isa_contact.jsp. (Choose Records Management as the subject.)

Local Records Management References

Cook County Local Records Commission Meetings

http://www.ilsos.gov/departments/archives/records_management/lrc_cook_county_meeting_schedule.html

Cook County Local Records Commission Rules (44 Ill Admin Code Title PART 4500):

<http://www.ilga.gov/commission/jcar/admincode/044/04404500sections.html>

Destruction of Public Records Penalty (720 ILCS 5/32-8)

<http://www.ilga.gov/legislation/ilcs/ilcs4.asp?DocName=072000050HArt%2E+32&ActID=1876&ChapterID=53&SeqStart=74000000&SeqEnd=77100000>

Downstate Local Records Commission Meetings <http://www.ilsos.gov>

[/departments/archives/records_management/lrc_downstate_meeting_schedule.html](http://www.ilsos.gov/departments/archives/records_management/lrc_downstate_meeting_schedule.html)

Downstate Local Records Commission Rules (44 Ill Admin Code Title PART 4000)

<http://www.ilga.gov/commission/jcar/admincode/044/04404000sections.html>

Guidelines for Using Electronic Records <http://www.ilsos.gov>

[/departments/archives/records_management/electrecs.pdf](http://www.ilsos.gov/departments/archives/records_management/electrecs.pdf)

Personal Information Protection Act (815 ILCS 530/12)

<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2702&ChapterID=67>

Illinois School Student Records Act (105 ILCS 10)

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1006&ChapAct=105%A0ILCS%A010/&ChapterID=17&ChapterName=SCHOOLS&ActName=Illinois+School+Student+Records+Act>

Local Records Act (50 ILCS ACT 205)

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=699&ChapAct=50%A0ILCS%A0205/&ChapterID=11&ChapterName=LOCAL+GOVERNMENT&ActName=Local+Records+Act>

Local Records Disposal Certificate http://www.ilsos.gov/departments/archives/records_management/lrmdisp.html

Contact Information

Records Archivists – Local Records (see map for location details)

Steve Colaizzi – (Boone, Cook (north-western), DeKalb, Du Page, Kane, Lake, and McHenry County)
630-293-5734
scolaizzi@ilsos.gov

Cherianne Cameron (east-central Illinois)
217-282-3001
ccameron@ilsos.gov

Marikay Hegarty (City of Chicago, Cook (south-eastern), Will and Kendall)
847-964-2000
mhegarty@ilsos.gov

Shelby Hummel (north-western Illinois)
309-796-1219
shummel@ilsos.gov

Vacant (south-central Illinois)
217-558-7219
@ilsos.gov

Vacant (southern Illinois)
618-327-8464
mhall@ilsos.gov

Local Records Unit At the Archives

Vacant
Records Management (State and Local) Section Manager
217-782-1082

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