

What is a Public Record?

- A public Record is "any book, paper, map, photograph, digitized electronic 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."

What is a Public Record?

- 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.

What is a Public Record?

- Books
- Paper
- Maps
- Photographs
- Diagrams
- Electronic Material
- Other official documentary material



What is a Public Record?

- Documents excluded from public record include:
 - 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
 - Stocks of publications and of processed documents

What is a Public Record?

- Depending on the information contained in a text, tweet, Facebook post, fax, email, or instant message or the information recorded on the DVD, CD, video, cassette tape, etc. it may be a public record.
- Determined by the information contained therein, not by the media the information is stored on.
- If the information fits the aforementioned definition, it is a public record subject to the provisions of the “Local Records Act” regardless of the media in which the data is maintained.

Checklist for Records Retention

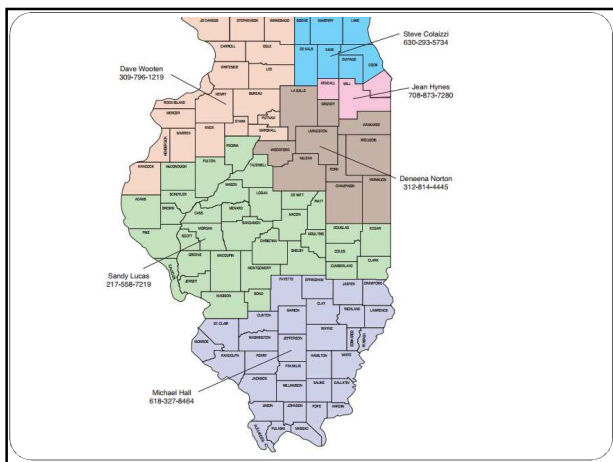
Determine Whether the Documents are Public Records



Contact Your Local Field Representative

Contact Your Field Representative

- http://www.cyberdriveillinois.com/publications/pdf_publications/ard152.pdf



Application for Authority to Dispose of Local Records

APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS Application No. 10-204 Page 1 of 13

State of Illinois
Local Records Commission
Autrey Building
Springfield, IL 62756
(217) 786-7075

COUNTY: _____ CITY: _____
 LOCAL RECORDS COMMISSION APPROVAL:
 LOCAL: _____
 STATE: _____
 FEDERAL: _____
 SIGNATURE: _____
 DATE: _____

LOCAL RECORDS COMMISSION APPROVAL:
 Signature: *Robert E. Scaifury*
 Title: *Chairman*
 OFFICIAL TITLE: _____
 DATE: *November 9, 1991*

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.

- 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.
 - PROVIDED ANY LOCAL, STATE, AND FEDERAL AGENT REQUIREMENTS HAVE BEEN MET.
 - AS LONG AS THEY ARE NOT NEEDED FOR ANY LITIGATION EITHER PENDING OR ANTICIPATED.
- THE RECORDS RETENTION SCHEDULE DOES NOT RELIEVE LOCAL GOVERNMENTS OF THEIR OBLIGATIONS UNDER FEDERAL, STATE AND FEDERAL STATUTES AND REGULATIONS WHEN SUCH AN OBLIGATION DOES EXIST. THEN THE LONGER RETENTION PERIOD TAKES PRECEDENCE.**

Any record on this application may be microfilmed or digitized and the record disposed of if the record is microfilmed or digitized in accordance with the standards of the Local Records Commission. Dates and if the film or digitized record is retained for the prescribed retention period. Disposal of records after microfilming or digitizing must be noted on the Records Disposal Certificate.

SAMPLE RECORDS RETENTION SCHEDULE

Application for Authority to Dispose of Local Records

Administrative & Miscellaneous Records

- 100. APPLICATIONS FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND RECORDS DISPOSAL CERTIFICATES
 Dates: 2004-
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Alphabetical by subject
 Recommendation: Retain permanently.

- 101. ACKNOWLEDGEMENTS OF RECEIPT OF REPORTS BY STATE AGENCIES
 Dates: 1974-
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Chronological
 Recommendation: Retain for two (2) years, then dispose of.

- 102. ADMINISTRATIVE FILES (CORRESPONDENCE, PAMPHLETS FROM PUBLIC AND PRIVATE AGENCIES, LEGISLATION COPIES OF MINUTES FROM PROFESSIONAL ORGANIZATIONS, ETC.)
 Dates: 1953-
 Volume: 46 Cu. Ft.
 Annual Accumulation: 4 Cu. Ft.
 Arrangement: Alphabetical by subject
 Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.

Checklist for Records Retention

Determine Whether the Documents are Public Records



Contact Your Local Field Representative



Submit the Application to the Appropriate Local Record Commission

Submit Application to Appropriate Local Records Commission

- This step is performed by your field representative



Application Review

- Application is reviewed by the appropriate field representative
- Cook County Local Records Commission
 - Second Tuesday of the Month at 11:00 a.m.
 - The meetings are held via video conference at
 - Illinois Department of Central Management Services—Video Conference Center, James R. Thompson Center, 100 West Randolph, Room 9-036 in Chicago, Illinois and
 - LLCC, Capitol City Center, 130 West Mason in Springfield, Illinois.
- Downstate Local Records Commission
 - First Tuesday of the Month at 10:00 a.m.
 - The Downstate Local Records Commission meets monthly at 10:00 a.m. in the Conference Room (2nd Floor West) of the Margaret Cross Norton Building located in the Capitol Complex in Springfield, Illinois.



Checklist for Records Retention



Disposing of Records



Disposing of Records

- Use a paper shredder to protect confidential information
- Use a cross-cut multimedia shredder to destroy CDs, DVDs, and other electronic mediums



Checklist for Records Retention

- Determine Whether the Documents are Public Records
- Contact Your Local Field Representative
- Submit the Application to the Appropriate Local Record Commission
- The Application is Reviewed by the Local Records Commission
- Refer to your Records Retention Schedule to Determine whether a Document may be Destroyed
- Submit a Disposal Certificate with the Appropriate Local Records Commission
- Destroy the Record
- Amend the Retention Schedule by filing a new Application

Revising an Old Retention Schedule

- Call the appropriate field representative
 - The field representative will prepare the necessary paperwork for the Local Records Commission
- The Local Records Commission will approve the new item, and a new page will be sent back to you showing the retention period as approved by the Commission

Electronic Records

Electronic Records

- Local Government agencies are permitted to reproduce existing public records in a digitized electronic format with the intent to dispose of the original records



How to Store Electronic Records

- Factors that should play a role in your decision
 - Durability
 - Widespread adoption and use
 - Integrity
 - Redundancy

Illinois State Archive recommendations

Format	Short term	Long term	Do Not Use
HDD	X	X	
SSD (Internal)	X	X	
Magnetic Tape	X	X	
Cloud Storage	X	X	
Optical (All Types)	X		
USB Flash			X
Obsolete media			X

Types of Storage

- Hard Disk Drive (HDD)
 - Store data on stack of rapidly spinning metal disks coated in magnetic material
- Solid State Drive (SSD)
 - Data stored in static electronic chips
- Magnetic Tape
 - Plastic film coated with magnetic material
- Cloud Storage
 - Use of remote servers through storage service providers
- Optical (CD, DVD, Blu-ray, etc.)
- USB
 - Rewritable portable storage device
- Obsolete Media
 - Floppy Disk
 - Betamax
 - Wax paper
 - Hieroglyphics



Sustainable File Formats

- Sustainable formats often include:
 - Published documentation and open disclosure
 - Specifications for the format are published and accessible to the public
 - Widespread adoption and use
 - Self-describing formats
 - Formats that include metadata (data about the data) within their structure
 - Unencrypted files

Best Choice for Sustainable File Formats

- Text
 - Best Choice
 - Portable Document Format/Archives (PDF/A)
 - Other Choices
 - Portable Document Format (PDF)
 - Extensible Markup Language (XML)
- Still Images
 - Best Choice
 - Tagged Image File Format (TIFF)
 - Other Choices
 - Joint Photographic Experts Group (JPEG)
 - Portable Network Graphics (PNG)
 - Graphics Interchange Format (GIF)
- Audio
 - Best Choice
 - Broadcast WAVE Format (BWF)
 - Other Choices
 - Waveform Audio File Format (WAVE)
- Video
 - Motion Picture Experts Group (MPEG)
 - Joint Photographic Experts Group (Motion JPEG)



Electronic Records

- Any information that was a public record when produced in paper remains a public record when electronic and must be retained for any period required by law or Local Records Commission regulations



Storing Records

Importance

- Timely response to FOIA requests
- Ensuring Compliance
- Maintaining integrity

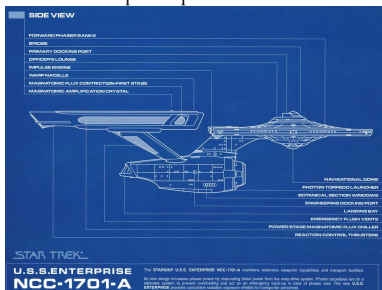
Ideal Temperature and Humidity

- 64 degrees Fahrenheit
 - 17.7778 degrees Celsius
 - 290.928 degrees Kelvin
- 40% humidity
- Large swings in temperature and humidity harm records
- Try to keep the temperature and humidity constant



Blueprints

- Fade rapidly when exposed to office lights
- Store flat in map/blueprint cabinet



Labeling

- Record series title
- Beginning and ending dates
- Box content list
- Disposal date
- Local Records Commission Application number and item number

Supervisor of Assessments			
Date: 1989	Record Series: Tax Statements	Box No. 48	
	Series This Box: Mandeville - Z	Total Boxes 53	
	Retain Until	January 2005	

Box Listing

- Manifest of your records in storage

Office:		Cafeteria		Date: 7/6/05	
Box No.	Dates	Title	Item #	Disposal Date	Retention Period
05-001	01/03-02/04	Health Dept. Inspection Reports	4	June 2008	3 Yrs.
05-002	03/04-06/05	Health Dept. Inspection Reports	4	June 2008	3 Yrs.
05-003	2005	Lunch Tickets	27	June 2008	3 Yrs.

Ideal Box

- A box that will hold 1 cubic foot of records is ideal
- 15" x 12" x 10"



Confidential Records

- Do not leave electronic or paper records with confidential information where they can easily be stolen
- Protect your computer records
 - Firewalls
 - Anti-spyware
 - Passwords
 - Store records off-site



Questions

http://www.cyberdriveillinois.com/departments/archives/records_management/home.html

<http://www.toi.org/resources/Download-Center.aspx>

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