



## Records Retention and Disposal

### Purpose

The purpose of this policy is to ensure that the Nippersink Public Library District (“Library”) maintains and disposes of all public records in accordance with the Illinois Local Records Act (50 ILCS 205/) and directives issued by the Illinois State Archives, Records Management Section of the Office of the Secretary of State.

Proper records management ensures compliance with legal requirements, promotes operational efficiency, and preserves the Library’s institutional history.

### Policy Statement

The Library retains, archives, and disposes of records in accordance with schedules approved by the Local Records Commission through the Illinois State Archives. No public record shall be destroyed or otherwise disposed of without prior written approval from the Local Records Commission.

Records include, but are not limited to, paper documents, electronic files, emails, photographs, audio/visual materials, and any other format that documents Library business or activities.

### Responsibilities

1. The Library Director serves as the Library’s Records Officer, responsible for coordinating all records retention and disposal processes with the Illinois State Archives.
2. The Records Officer shall:
  - Maintain the current, Commission-approved retention schedules;
  - Ensure staff are trained on proper records management procedures;
  - Submit disposal certificates and applications for new or revised schedules to the Illinois State Archives as needed; and
  - Secure confidential destruction of any records authorized for disposal.
3. All Library staff shall adhere to retention schedules and report any records management concerns to the Director.

### Records Preservation and Storage

- Permanent records (e.g., Board minutes, ordinances, resolutions, audits, and official reports) will be retained indefinitely in secure physical or digital formats.
- Records identified for long-term or permanent retention shall be stored in a manner that protects them from damage, loss, or unauthorized access.
- Electronic records will be preserved in formats that ensure accessibility and integrity over time.

Adopted November 11, 2025



### **Compliance and Oversight**

The Library Director shall periodically review retention practices to ensure ongoing compliance with the Local Records Act and directives from the Illinois State Archives. Questions or correspondence regarding records retention should be directed to:

#### **Illinois State Archives – Records Management Section**

Office of the Secretary of State

Springfield, IL 62756

Phone: (217) 782-7075