

Record Retention Policy

(Adopted June 2014; revised July 2017; revised March 2024)

The Local Records Act (50 ILCS 205) regulates the preservation or disposal of the public records of all units of local government in Illinois. The law's purpose is to maintain a mechanism for the retention of those records that are necessary for the proper functioning of government, the destruction of obsolete and valueless records, and the archival preservation of those records that have long-term research values but are not necessary for the routine operations of local government. By disposing of useless records and by preserving archival materials, valuable storage space can be freed for the ever-increasing quantities of current records, which are vital for the daily business of local officials.

It is the policy of the Stickney-Forest View Public Library District to retain records as long as:

- They are necessary to the current conduct of the library; or
- They are required to be retained by statute or government regulation.

Under the guidance to the Local Records Unit, Records Management Section, Illinois State Archives, Springfield, IL 62756, the Library follows the following guidelines:

1. The responsibility for administering record retention management, in accordance with the laws of the State of Illinois, is designated to the Library Director.
2. Destruction of specific records will be carried out only in accordance with the rules and guidelines set forth by the State of Illinois.
3. This policy includes all records maintained in both print and electronic format.
4. All records shall be retained for at least the minimum periods as stated in the applicable State or Federal laws or regulations. Once the period has ended, a determination will be made regarding whether the records fall under the Records Retention schedule supplied by the State of Illinois. The Records Retention schedule will be reviewed and updated as deemed necessary. A copy is available in the Administration Office of the Library.
5. With the approval of the Illinois State Archives, records no longer needed will be approved for disposal and removed from the library.