

Disposal of Records Policy

THE BOARD OF LIBRARY TRUSTEES OF THE RIVER EAST PUBLIC LIBRARY DISTRICT MCHENRY COUNTY, ILLINOIS

The River East Public Library disposes of records in accordance with directives from the Local Records Unit/Record Management Section/Illinois State Archives.

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.

A copy of the State Records Disposal Request Form is attached

For information about the procedures to dispose of state records call 217-782-2647.

To dispose of local government records call 217-782-7075.

You may also contact our office through mail, fax, or e-mail.

Records Management Section

Illinois State Archives

Springfield, Illinois 62756

217-557-1928 (fax)

Effective Date: May, 2010

Review / Revision Date: August 6, 2013, July 2019