

# Procedures for Record Retention and Destruction

These procedures are to be followed for the retention and/or destruction of Park District of Oak Park records.

## **Retention/Destruction of Records**

The Park District will follow all applicable laws, including the Illinois Local Records Act, in determining the types of records to be stored as well as the length of time they should be retained. The Park District has an approved Application for Authority to Dispose of Local Records (Application No. 02:41C) which serves as the Park District's Records Retention Schedule. The Executive Assistant is the designated staff member responsible for record retention and record destruction. In the absence of the Executive Assistant, the Finance Manager serves as back-up.

### Record Retention

- Once records are boxed up, look up the type of records in the Park District's approved Application For Authority To Dispose of Local Records to determine the minimum retention period. Mark the box with contents and destruction date.
- Store marked boxes in the designated Park District record storage area.

### Record Destruction

- Once the records destruction date is has been reached, fill out a Local Records Disposal Certificate listing all materials to be disposed of and submit it to the Local Records Commission for approval. Disposal Certificates must be submitted at least 60 days before the date the Park District wishes to dispose of the records.
- After receiving approval from the state for the records to be destroyed, a destruction company can be contacted to pick-up the records for destruction.
- When the records are destroyed, the approval for destruction and the receipt for the boxes that were picked up for destruction from the destruction company are to be kept on file.

Record destruction will take place at a minimum once a year.