

Records and Information Management

Disposal Instructions

Before a unit or department can dispose of records, the records must be accounted for on Records Retention Schedules that meet the requirements of the University-wide authorizations for records disposal as granted by the State Records Commission. If your unit or department has previously had an authorization for records disposal approved, you may not need to conduct a records inventory at this time. If you do not have such authorization, contact the Archives Records and Information Management Services at 333-6834 for assistance.

Completing a Records Inventory

A records inventory is a list of records created or used by a unit in the course of their daily work. A unit should contact the Archives for explicit instructions on how to complete a records inventory. The general practice includes listing all types of documents, formats and the storage locations of a given unit. After completing this inventory, the Archives Records and Information Management Services will work with you to determine which materials are likely considered records.

Creating a Unit Level Records Retention Schedule

A unit level records retention schedule is a series of dates attached to specific record types (record series) that state the minimum period for which records of this type must be retained by a unit. To create a unit-level records retention schedule a records inventory must first be completed. Consult your records liaison or the Archives Records and Information Management Services to complete a records inventory for your unit.

Disposing of records after receiving State permission

Records that have been granted permission for disposal should be disposed of securely. At UIUC, Campus Recycling offers secure disposal through the waste management division of Facilities and Services (<http://www.fs.uiuc.edu/maintenance/wastemanagement/acceptablematerials.cfm>). At UIS, there is a campus recycling program (<http://www.uis.edu/ppo/info/>) At UIC you can schedule secure disposal through FMWeb (<http://fmweb.fm.uic.edu/FMweb/default.aspx>)

Creating a unit policy

As each unit in the University has different means and methods for creating records it is natural that the management of said records will vary accordingly. Therefore, each unit should develop a policy or set of policies they will follow for the most reliable stewardship of their records and information. These

policies should include how to store documents, how to name documents, where to store documents, what formats are acceptable, how to schedule a disposal request and even when to schedule a request.

Creating a unit policy for disposing of non-records

Unit policies should address how to accurately steward and dispose of both University records and the general types of non-record documents that are generated in the normal course of business. A records inventory should help a unit better understand the difference between these types of information resources. It is important to note that if an item is not a record does not necessarily mean that it should not be securely disposed of. Documents which might contain private or confidential information should either be shredded or disposed of securely through your campus waste management program.

Appointing a Records Liaison

Records liaisons should be appointed by a department or unit head. Liaisons are responsible for all communication with the archives regarding the identification, scheduling and disposing of records for their appointed unit.