

Memorandum



To: Joseph Messer, Trustee
From: Sarah Kenney, Planning & Zoning Officer
Cc: Village President
Board of Trustees
Date: August 19, 2010
Re: Records Transmittal Process

The Village Building Department has been retaining permit records in their entirety for the courtesy of residents from a time period ranging from 25-30 years (per 1985), and approximately 15-20 percent of these records are deteriorating. The Building Department would like to initiate a Records Transmittal process that will lead into the Records Disposal process (an add-on to that which was previously established through the authority of the State). It is proposed that such occurs with inclusion of the Building and Zoning Committee and public opportunities for research of the records prior to their scheduled disposal.

INFORMATION:

Due to the volume and condition of records accumulating at our municipal administrative facilities, the time has come to initiate the Records Disposal process. The Local Records Division of the State of Illinois has set procedures that the Village follows regarding cataloging and disposing of records. The first step in the process is to initiate an inventory of records. This process was previously established at the Village approximately 20 years ago, and has not been reviewed since that date, and should be inclusive of new cataloging and format. The next step in the process is to determine what records the Village would like to discard. Once this determination is made and a list of records for disposal is created, the Village will submit a

request to dispose of records to the State. Once approval is received, the Village will collect all approved records and dispose of them in bulk. Confidential records will be shredded separately.