

**ROCHELLE CITY COUNCIL
AGENDA ITEM MEMO
REGULAR MEETING**

SUBJECT: An Ordinance Adopting a Retention and Disposal of Public Records

Staff Contact: City Clerk, Rose Huéramo

Summary: The retention policy for public records complies with the Illinois Local Records Act, 50 ILCS 205/1 et seq. ("Act"), and the regulations prescribed in the Illinois Administrative Code at 44 Ill. Admin. Code Ch. I, Secs. 4000.1 - 4000.70 ("Regulations"). This policy aims to make sure that all public records are retained and disposed of in a manner consistent with state law, preserving important records while facilitating the timely disposal of records no longer needed.

Retention of Records:

1. Identification and Classification:
 - All public records should be identified and classified according to the categories outlined by the Local Records Act.
2. Retention Periods:
 - The Act and Regulations specify retention periods for various categories of records. Staff must follow these periods to ensure compliance.
3. Security and Preservation:
 - Records must be stored in a manner that ensures their security, integrity, and accessibility throughout the required retention period.

Disposal of Records:

1. Authorization:
 - Disposal of records must be authorized by the Local Records Commission as specified in the Act. No records should be destroyed without proper authorization.
2. Disposal Procedures:
 - Authorized disposal methods must comply with the guidelines set forth in the Regulations to ensure the complete and secure destruction of records.
3. Documentation:
 - All disposals must be documented. Records of disposal should be maintained to provide a clear audit trail.

Recommendation: Approve and Adopt an Ordinance Adopting a Retention and Disposal of Public Records