

Rock Valley College

Document Disposal

RVC Administrative Procedure (2.10.070)

Purpose

To provide directions regarding disposal of documents per the State of Illinois and Local records Act (50 ILCS ACT 205).

Department and Primary Point of Contact Involved

Financial Services – Executive Assistant
Phone: 815-921-4441

Procedures

- I. Procedures for disposal of inventory per the State of Illinois.
 - Review the Application for Authority to Dispose of Local Records (found on line).
https://www.ilsos.gov/departments/archives/records_management/lrm_disp.html
 - Find the records you are disposing of (the attached application was done in 1998?)
 - Complete the Disposal form from the State of Illinois. (The information required at the top of the form will change once the new application process is completed.)
https://www.ilsos.gov/departments/archives/records_management/lrm_disp.html
 - Fill in the Application # - currently 98:143.
 - Fill in the County – Winnebago
 - Fill in Agency and Division – Department name
 - Fill in Address and Telephone number – 3301 N. Mulford Road, Rockford, IL 61114, contact telephone number, and contact email address
 - Fill in the item number from the Application for Authority to Dispose of Local Records for each individual item to be disposed of
 - Enter the title of each record series to be disposed of (i.e., Investment Records or General Correspondence)
 - List the beginning and ending date span for each record series to be disposed of (i.e., 1/2016-12/2016)
 - List the number of cubic feet of records for each record to be disposed of (multiply the length x width x height) or amount of data storage of MG/GB

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- Date of disposal will be provided by the State of Illinois
- Send the form to RVC-RecordsMgmt@rockvalleycollege.edu for submission
- The Financial Services Executive Assistant will email form to the State of Illinois. Illinois recordsmgt@ilsos.gov – records management will email an approved or disapproved copy in response.
- Once the approval or disapproval is received, a copy will be provided to you.
- Only when approval has been received may you dispose of your records.
- Dispose of paper records in the appropriate paper recovery bins
- If your documents are in physical digital form (disc, thumb drive, etc.) contact Financial Services, RVC-RecordsMgmt@rockvalleycollege.edu. These will need to be called in to our shred provider for pickup (there is a separate charge for this type of document)

Reference: Board Policy 2:10.070

Last Modified Date: April 30, 2025