

RECORDS RETENTION & CONTROL

Adopted: October 2016

Revised: January 2026

Last Reviewed: January 2026

Records are retained in compliance with the Local Records Act (50 ILCS 205), which governs the retention and lawful destruction of public records. Detailed guidance on records retention and destruction for local government agencies is available from the Illinois Secretary of State.

Records shall be retained only if they are necessary for the current conduct of library operations, required by statute or government regulation, or relevant to pending or reasonably foreseeable investigations or litigation.

Administration of Records Management

The responsibility for administering record retention management, in accordance with Illinois law, is assigned to the library director. The secretary of the board of trustees is responsible for the creation, maintenance, retention and, when authorized, the destruction of board records. The library director and the board secretary work together to ensure accurate and up-to-date files.

Retention and Disposal

All records shall be retained for at least the minimum period required under applicable state or federal laws or regulations. Destruction of specific records will be carried out only in accordance with the rules and procedures established by the State of Illinois.

The library first filed an Application for Authority to Dispose of Local Records in 1991. The resulting Local Records Disposal Certificate provides the basis for current library and board files. The most recent Disposal Certificate is filed in both the board of trustees' records and the library's operational files.

Retention Beyond Legal Requirements

The library director and the board of trustees may choose to retain records for a longer period than required by the Local Records Commission if they determine that the records have ongoing administrative, historical, or reference value.

Suspension of Destruction

The destruction of records shall be suspended immediately upon receipt of legal process or other notice of pending or foreseeable investigation or litigations, whether governmental or private.

Freedom of Information Act (FOIA)

The library board of trustees complies with the Illinois Freedom of Information Act, (5 ILCS 140/1 et seq.), as amended. All requests of public records should be directed to the Freedom of Information Officer. The library director serves as the Freedom of Information Officer; or in the director's absence, the bookkeeper shall serve in this role.

General information about the library, including the organizational chart, policies and board meeting minutes, can be found on the library's website at www.winnebagopubliclibrary.org.

Additionally, a binder is available at the service desk containing the following public information:

- Monthly financial statements
- Annual receipts and disbursements reports
- Budget and appropriation ordinances
- Levy ordinances
- Operating budgets
- Annual audits
- Meeting minutes of the board of trustees
- Policies
- Adopted ordinances and resolutions of the board
- Annual reports to the Illinois State Library