

PROCESSESROE RECORDS

All public records of the Regional Office of Education shall be in the custody of the Regional Superintendent or his/her designee. All records are to be maintained and kept confidential by employees who are required to use and/or work with them. Employees shall take care to protect public records from damage or loss.

The Local Records Act (50 ILCS 2050) regulates the preservation and disposal of the public records of all units of local government in Illinois including the Regional Office of Education. A public record is any book, paper, map, photograph, digitized electronic material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein.

Public records of Regional Office of Education #9 will be minimally maintained for the length of time required by the Local Records Act and outlined in ROE #9's Record Retention Schedule. This schedule results from the Local Records Commission approval of ROE #9's Application for Authority to Dispose of Local Records. Public records can be destroyed after the minimum retention period listed for each record series is met, provided no litigation is pending or anticipated and providing all audit requirements have been met and ROE #9 has submitted and received an approved Local Records Disposal Certificate from the appropriate Local Records Commission.

Approved: 07/01/01
Revised: 7/01/17