Records Retention Workshop

January 2020
Goals and Objectives

• What is a public record?
• How long do we need to retain public records?
• What is the process to dispose of public records?
• What records management services are offered at CCC?
• What about electronic records and emails?
The Local Records Act (50 ILCS 205) regulates the preservation or disposal of public records of all units of local government in Illinois.

• What is a public records under the “Local Records Act”?
  • Any book, paper, map, photograph, digitized electronic material or other official documentary material, made, produced, executed or received in connection with the transaction of public business

• Every employee is responsible for retaining records properly
Public Records May Include
• Memos
• Work and meeting notes
• Contracts/agreements
• Reports
• Personnel documents
• Agendas
• Calendars
• Vouchers
• Drawings
• Documents received from other public agencies
• Electronic documents
• Draft documents that contain significant annotations or that were submitted for comment or approval by others
• Handwritten notes that document a decision or action
• A message slip when the message relates to the business functions of the department
• Letters or emails from external entities requesting information or action
• Records generated from a project including project plan, project estimates, background research material etc.

Not a Public Record
• Directories
• Blank old letterhead
• Stocks of publications and processed documents kept for supply purposes only
• Old newspapers/obsolete publications
• Extra copies of documents provided that you have determined that at least one identical copy of the document remains in the file
• Drafts of information that were never circulated for comment
• Information downloaded from the internet
• Advertising or training brochures from an external entity
• Unsolicited letters or emails advertising products or services
How long do we need to retain public records?

• It depends on the type of record…
• Approved Records Retention Schedule
  • Inadvertent or premature destruction of records can cause harm by:
    ▪ Interruption of services
    ▪ Decrease in public accountability
    ▪ Loss of permanently valuable records
  • Indefinite maintenance of all records without regard to their relative importance to current and future operations places an unnecessary, inefficient and expensive burden on agencies
• In accordance with the Local Records Act of Illinois, no record may be disposed of by any state agency without the prior approval of the State Records Commission
• There is no difference between paper and electronic records. Please consult your schedule!
What is the process to dispose of public records?

- The State Records Commission uses the Records **Retention Schedule** as the basis for its decisions on disposal of records.

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**Step 1:** City Colleges of Chicago Records Disposal Request

**Step 2:** Records Disposal Certificate

**Step 3:** Submit for Review and Approval (Local and District Levels)

**Step 4:** Admin Services will submit for Review and Approval to State

**Step 5:** Local Records Commission of Cook County will either Approve or Deny

**Step 6:** Campus Notification

**Step 7:** Dispose
CCC Records Management Services

- Offsite Storage – (R4 Services LLC)
  - CCC’s vendor for records storage
  - VCKweb.NET is the new online tool for submitting and requesting records from R4

- Disposal of Records – (R4 Services LLC)
What about email?

• All CCC employees are expected to screen and analyze the content of emails to determine whether or not they are public records and need to be stored as such.

• Public Record emails are those that document:
  • Decisions (administrative, fiscal, personnel, etc.)
  • Policies, guidance, or procedures
  • Requests for information or action
  • Contract negotiations or changes
  • Final reports and recommendations
  • Meetings and outcomes (minutes, agendas, resolutions)
  • Significant or historic information
  • The only record of agreement
Public record email must be retained in accordance with the District’s Records Retention Schedule

• Each individual public record email must be evaluated for content

• Required length of retention depends on the type of record (or Record Series) and can be found in the District’s Records Retention Schedule

• There is no blanket retention period for all email
There are two other types of email to consider that do not have official retention periods

- Non-Record Email
  - Do not document any CCC-related business or decisions
  - Examples include: personal email, spam, news alerts and listserv digests (unless posted in an official capacity on behalf of the District or information therein was relied upon to make an official business decision)
  - Duplicate copies of messages sent to multiple people are not considered public records
  - There is no retention requirement for non-record emails

- Temporary or Transitory Email
  - Exchange of communication that is fulfilled almost immediately upon request
  - Examples include: meeting or deadline reminders, FYI email that does not elicit a response, reading or reference materials, internal requests for information
  - Keep these emails only until the task is complete or their value has passed
Responsibility for filing and retaining email varies based on the type of the message

**Responsibility**

- **Public Records**
  - Generally considered the “holder of record.” Must retain.
  - Retain message if requires action. Do not retain duplicate copies.
- **Transitory Email**
  - Retain until value lost or task complete.
- **Non-Record Email**
  - Do not retain.
Do not use CCC email for:

- Storing documents or public records. Email is a communication tool. Attachments and/or their corresponding emails that are categorized as public records should be stored in OneDrive or SharePoint, using the specific departmental filing system.

- Therefore, all staff are required to evaluate their email and store public records outside of the email system
  - All email public records must be...
    - Printed to hard copy and included in the relevant paper file; or
    - Saved to your specific project’s or department’s OneDrive or SharePoint site

- Directions for saving public record email to OneDrive or SharePoint are as follows:
  - Open the Email
  - Click the File tab
  - Choose Save As and Save Attachments (if applicable)
  - Choose the Location (consider using an identical file structure to your Outlook email filing structure)
  - For the email message itself, change the “Save as type:” to Text Only (*.txt)
  - Click Save
  - Check to ensure that the email metadata (e.g., To/From, Date & Time Sent, etc.) has been preserved

- Remember that all CCC emails and documents may be subject to FOIA
Points of Contact:

• Legal Guidance: Ralph Passarelli (rpassarelli@ccc.edu, 312-553-3276)
• Retention Schedule / Request Status: Edgar Casillas (ecasillas2@ccc.edu, 312-553-2665)
• All Other Questions: David Anthony (danthonyc17@ccc.edu, 312-553-3440)