**Section 4400.10 General**

a) *The State Records Commission* (Commission) *shall consist of the following State officials or their authorized representatives: the Secretary of State, who shall act as chairman; the State Historian, who shall serve as secretary; the State Treasurer; the Director of Central Management Services; the Attorney General; and the State Comptroller.* [5 ILCS 160/16]

b) *The Commission shall meet whenever called by the chairman, who shall have no vote on matters considered by the Commission.* [5 ILCS 160/16]

c) All meetings of the Commission shall be open to the public and will be held in the John Daly conference room of the Margaret Cross Norton Building, Springfield, Illinois, unless otherwise stated in the publicly-posted call for the meeting.

d) *It is the duty of the Commission to determine what records no longer have administrative, legal, fiscal, research, or historical value and should be destroyed or disposed of otherwise.* [5 ILCS 160/16]

e) *No record shall be disposed of by any agency of the State, unless approval of the State Records Commission is first obtained.* [5 ILCS 160/17]This includes original source documents that have been reproduced to another format via scanning, electronic microimaging or microfilming, as well as the reproductions themselves when they serve as the official record.

f) The Commission reserves the right to review, modify, or revoke approved records schedules if any changes occur in the records' administrative, legal, fiscal, research or historical value after initial scheduling for destruction. Reviews, modifications and revocations of existing records schedules may only take place after the head of each agency involved receives written notice two weeks prior to the Commission meeting stating time, date, and place of meeting and the reason for the proposed review. Commission meeting date, times and locations will be posted in the Margaret Cross Norton Building two weeks prior to each meeting and will be publicized in accordance with the Open Meetings Act [5 ILCS 120].

g) Non-record materials may be destroyed at any time by the agency in possession of those materials without the prior approval of the Commission.Whenever there is doubt that certain items are non-record materials, the agency should consider them to be records until their status is determined

h) The head of each agency shall provide for compliance with provisions of this Part.

(Source: Amended at 39 Ill. Reg. 3031, effective February 11, 2015)