**Section 4400.30 Procedures for Compiling and Submitting Lists and Schedules of Records for** **Disposal**

a) The head of each agency shall submit to the Commission lists or schedules of records in his or her custody that are not needed in the transaction of current business and that do not have sufficient administrative, fiscal, legal, research or historical value to warrant their further preservation.

b) New lists or schedules are required whenever the informational contents of a records series are changed.

c) An Application for Authority to Dispose of State Records shall be submitted to the Commission on forms available from the State Records Commission, Margaret Cross Norton Building, Springfield, Illinois 62756.

d) The Secretary of State *shall appoint such assistants, who shall be technically qualified and experienced in the control and management of archival materials and in records management practices and techniques, as are necessary to carry out his* or her *duties* [5 ILCS 160/6], including the preparation of lists and schedules of records.

e) Applications for Authority to Dispose of State Records must be received in the office of the State Records Unit of the Illinois State Archives at least five working days before a scheduled Commission meeting to be placed on the agenda of that meeting. If received after that time, applications will be placed on the agenda of the next Commission meeting.

f) The Commission will consider all applications presented at each meeting. The Commission may approve, amend, deny or defer approval of an application pending clarification, modification or deletion of information presented on any portion of the application. Once approved, applications are non-expiring.

g) During the review of each application, the Commission will consider if the description of the records series is complete and easily understandable with regard to how and why the record was created, what purpose it serves, where else the information can be found, and if the proposed retention is appropriate in light of the records' administrative, fiscal, legal, research or historical value.

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