How to Use this Website to determine what to do with a specific record:

- First, locate the document within the “Applications” section of the website:
  1. First, look under the “University-Wide Documents” section. There is a good chance that most records will be found in that section;
  2. If not, go to the applicable Vice-Presidential area. First check in the “Division-Wide” documents, if one exists for your area.
  3. If not, go to your unit within the Vice-Presidential area, and search for the specific record.
  4. Make a note of the number of the document, the retention period, and any special requirements or conditions of disposal.

- Next, go to the “Records Disposal Certificates” and locate the certificate for the applicable Vice-Presidential area. (NOTE: University-Wide Documents are found in the President’s Office Disposal Certificate.)

- Finally, locate the number of the document within the applicable Disposal Certificate. You will find the officially-permitted time prior to which disposal may be made.

- You are not REQUIRED to dispose of records if the retention period has passed. You are PERMITTED to dispose of them, according to the terms of the application and disposal certificate.

- Always consider whether the record, or a sample of the record, should be sent to the University Archives for permanent retention and historical purposes. If there is any doubt, please contact the University Archivist for direction prior to disposing of any record.

All requests for new applications or changes or amendments to existing applications and requests for disposal certificates should be sent to the University Records Officer. Contact Salvatore Catanzaro, Assistant Vice President for Academic Administration catanzar@ilstu.edu, or call 438-7018.