

Authorized Methods for the Shredding/Destruction of Records and Non-Records at the Macomb Campus

Records: Illinois State Records Act [5 ILCS 160] Section 4400.40 - Procedures for the physical destruction of records proposed for disposal is the overriding mandate for how we destroy records at Western Illinois University. Any person who knowingly, without lawful authority alters, destroys, defaces, removes, or conceals any public record commits a Class 4 Felony.

The following steps are the only methods allowed for destroying your records at WIU:

1. Begin by completing a Records Disposal Certificate (RDC) form and sending it to Bruce Ackers, Records Officer, at BE-Ackers@wiu.edu or by campus mail to Archives & Special Collections, Malpass Library.
2. The Records Officer will verify the RDC and send it to the State Records Commission for approval. They will review the RDC for accuracy and then authorize the request.
3. The approved RDC is sent back to the Records Officer, who will return a copy to your office. The entire process takes approximately thirty days.
4. When you receive the approved RDC contact Tammy Klinedinst (see contact info below) to use one of the shredding services below.

Non-Records: Non-records are informational materials that do not meet the definition of a record; e.g., extra copies of documents kept for convenience; reference stocks of publications; blank forms, formats, or form letters; documents that do not contain unique information or that were not circulated for formal approval, comment, or action; or documents that provide no evidence of agency functions and activities. These can be picked up for off-site shredding using the methods below.

- **Shredding at Bridgeway:** Contact Tammy Klinedinst, Building Services Supervisor, at by phone (309) 298-2855 or email at TK-Klinedinst@wiu.edu. Pickup is on the third Wednesday of every month for WIU's contracted shredding service.
- **Malpass Library's Large Capacity Shredder:** Available for quantities less than 10 cubic ft. Contact Tammy Klinedinst, Building Services Supervisor, by phone (309) 298-2855 or email at TK-Klinedinst@wiu.edu at Facilities Management to have your records picked up and delivery to the library. Your office will need to provide staff or a student worker to do the shredding. Training be provided on the shredder's operation. It is safe and easy to operate and only takes a few minutes of training. Contact the University Records Officer, at records-officer-g@wiu.edu or by phone (309) 298-2717 to schedule a time.

* There is no cost to your department for shredding documents.

** You may be committing a Class 4 Felony if you use any other procedure to destroy records than what is listed in these instructions.

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