

Instructions for Completing a State of Illinois Records Disposal Certificate

The State of Illinois Records Disposal Certificate requires the following information:

1. **Application #** – The number of the Schedule/Application. If you need to dispose of records with different application numbers (i.e. 85-149 and 18-22), you will need to complete two separate disposal certificates.
2. **State Agency** – Always Western Illinois University
3. **Department/Division, Bureau, Section** – Name of Office completing the form.
4. **Address** – Always - 1 University Circle, Macomb 61455
5. **Contact** – Your Name, Email Address, and Phone Number
6. **Item No. from Schedule/Application** – The number for the records listed on the Schedule/Application.
7. **Records Series Title** – The title listed on the Schedule/Application.
8. **Inclusive Dates** – The first date and last date for the records being disposed. The last date entered in this block has to be later than the date listed for the item in the Retention Schedule. **Example:**

Recommendation: Retain original course outlines in the Dean's Office for three (3) years, then dispose of providing course outline has been revised or superseded by a new version.

If today's date is July 1, 2019, then the last date you could use is June 30, 2016.

If it is FY 2020 and you want to dispose records by fiscal year, the last date would be FY 2015.

9. **Volume of Records** – When the records are on paper, the volume is measured in cubic feet; when the records are digital, the volume is measured in kilobytes, megabytes, gigabytes and so on. **See Guide for Estimating the Volume of Records.**
10. **Method of Disposal** – How the records are destroyed, such as shred, incinerate or recycled.
11. **Microfilm/Digitization Certification Block** – You sign here when records having a permanent retention are converted to microfilm in compliance with 44 Ill. Admin. Code 4400.60 or converted to digital storage in compliance with 44 Ill. Admin. Code 4400.80.

NOTE: Non-permanent records scanned to a digital format do not need a State of Illinois Records Disposal Certificate to dispose of paper copies. A State of Illinois Records Disposal Certificate is required when the digital copy is deleted from the system.

12. **Date** – The date upon which the records may be destroyed and has to be 30 days the date you sign the form in No. 14.
13. **Signature** – The individual disposing of the record, who generally serves as the point of contact.
14. **Date:** – Today's date.
15. **Name/Title** – Typed or printed name and title for the signature provided.
16. **Approved** – The submitted form has to be signed by the Chairman of the State Records Commission for approval. This is the final step in the disposal authorization process.

For questions please call the Records Officer at (309) 298-2717.

STATE OF ILLINOIS RECORDS DISPOSAL CERTIFICATE

APPLICATION # **1. 85-149**

(Authority to dispose of State Records)

Send to: WIU Records Officer
Bruce E Ackers, be-ackers@wiu.edu
University Archives/ Malpass Library

For assistance call: (309) 298-2717

Fill in all columns and sign. Send original and one copy to Records Officer at above address. Disposal date will be approximately 30 days from date form is submitted. Retain records until approved copy is returned to your office. **Retain approved copy permanently.**

STATE AGENCY: **2. Western Illinois University**

3. Counselor Ed. & College Student Personnel
(Department/Division, Bureau, Section)

ADDRESS: **4. 1 University Circle**

CITY/ZIP CODE: **Macomb 61455**

CONTACT: **5. Your Name, Email, & Phone No.**

ITEM # FROM APPLICATION	TITLE OF RECORD SERIES	INCLUSIVE DATES	VOLUME OF RECORDS (cu.ft. or MB/GB)	METHOD OF DISPOSAL
6. 534	7. Counselor Education Student Files	8. FY2004 to FY2014	9. 5 cu. ft.	10. Shred
6. 537	7. Fiscal Administrative Files	8. FY2008 to FY2016	9. Neg.	10. Shred

If any of the above records are microfilmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Section 4400.50 of the Regulations of the State Records Commission.

If the records are digitized, I certify that the originals are reproduced accurately and legibly in all details in a medium that does not permit additions, deletions, or changes to the image and complies with the standards given in Section 4400.70 of the Regulations of the State Records Commission.

11. Your Signature

(Signature required only if records listed above have been microfilmed or digitized)

I hereby certify that in compliance with authorization received from the **State Records Commission** the records listed above will be disposed of on or after this date:

12. At least 30 days past today's date.

13. Your Signature

Signature

14. Today's Date

Date

15. Your Printed Name

Please print name and title on the line above

APPROVED:

16. For Official State Use Only

Chairman, State Records Commission Date
Director, Illinois Archives

WIU Records Management

A Guide for Estimating the Volume of Records

In preparing documents for disposal or transfer it's often necessary to provide the estimated volume of those records. The volume of paper materials is typically expressed in cubic feet, electronic files in Kilobytes (KB), Megabytes (MB), Gigabytes (GB), or Terabytes (TB). This chart provides the standard measurements and estimated cubic footage for common storage formats. There is also a General Formula for converting simple measurements into cubic feet and a Method for determining the volume of electronic records.

TYPE	SIZE	VOLUME	CUBIC FEET
Box	Bankers (2000 sheets)	10" x 12" x 15"	1
	Copier Paper	10" x 15" x 18"	1.5
	Legal Bankers	10" x 15" x 24"	2
	Long Bankers	10" x 15" x 36"	3
Standard File Cabinet	Letter	Each 15" drawer	1.5
	Legal	Each 15" drawer	2
Lateral File Cabinet	Letter	Each 39" drawer	2.5
	Legal	Each 39" drawer	3
Shelf Files	Letter	15" x 36" shelf	3
	Legal	15" x 36" shelf	3.4
Open Shelving Files	Letter	36" long	2.4
	Legal	36" long	3
Rolling Recycling Bin	95 gallons, 300 pounds	28" x 25" x 42"	15
Index Cards	3" x 5"	12" stack	0.1
	4" x 6"	12" stack	0.2
	5" x 8"	12" stack	0.3
Microfilm	16mm x 100'	90 reels	1
	35mm x 100'	44 reels	1
Microfiche	4" x 6"	12" stack	0.2
Green bar prints-outs	21" x 15"	10" stack	1
Electronic Text Files	See Method below		

General Formula

To convert measurements into Cubic Feet, use the following formula:

1. Measure (in inches) and then multiply the item's Length x Width x Height
2. Divide the total by 1728 = CUBIC FEET per item.

One cu.ft. of records weighs about 30 lbs. dry & >50 lbs. if wet. One ton of records equals approximately 70 cu.ft.

Method for finding volume of electronic records

Right click on the files or folders you plan to delete

Scroll down to Properties on the dropdown menu

"Size on disk" – will tell you how many KB, MB, GB, TB in that unit