Western Illinois University Foundation, Inc.
Policy on Disposal of Records

Effective Date: 12/10/2014
Responsible Departments: Foundation Office

1. PURPOSE

The Western Illinois University Foundation is required by the State of Illinois to follow a retention
schedule for all departmental records as defined by the State Records Commission.

2. APPLICABILITY

This Policy applies to all records created and/or maintained by the Western Illinois University Foundation.

3. POLICY

Listed below are procedures for disposing of Western Illinois University Foundation departmental records:

1. A records disposal form must be completed and forwarded to the Western Illinois University
Record Retention Officer located in the University Library Archives.

2. If approved, the records disposal form will be sent to the State Records Commission at the Illinois State Archives for final approval. If disapproved, the department will be informed of the denial.

3 The State Records Commission will return the form to Western Illinois University Record
Retention Officer. If approved, the Foundation will be given authority to dispose of the records
accordingly. If disapproved, the Foundation will be informed of the denial.

4. CLARIFICATION

Requests for clarification of this policy should be directed to the Western Illinois University Record
Retention Officer located in the University Business Services area.

Certified as approved by the Executive Committee of the Western Illinois University Foundation Board of Directors
on:

Date f2.../; 0 /2..ot ~

Marlin France, Secretary

References:

Review schedule: Every three years

Revision history: 12/10/2008 original policy; Revised 12/2014