**Section 4500.30 Procedures for Compiling and Submitting Lists and Schedules of Records Proposed for Disposal**

a) The presiding judge of any court or the head of each agency or both shall submit to the Commission, in accordance with this Part, lists or schedules of public records in his or her custody that are not needed in the transaction of current business and that do not have sufficient administrative, legal, or fiscal value to warrant their further preservation.

b) New lists or schedules are required whenever the informational content of a record series is changed.

c) An original and one copy of all Applications for the Authority to Dispose of Local Records shall be submitted to the Commission on forms available from the Commission, Margaret Cross Norton Building, Springfield, Illinois 62756.

d) The Archivist shall be local records advisor and shall appoint such assistants as necessary to assist local governments in carrying out the purposes of Section 5 of the Act, including the preparation of lists and schedules of records.

e) Applications for the Authority to Dispose of Local Records must be received in the office of the Local Records Unit of the Illinois State Archives at least 5 business 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 record 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 record's administrative, fiscal, legal, research or historical value.

(Source: Amended at 39 Ill. Reg. 3094, effective February 11, 2015)