

# Western Illinois University - QC

## Authorized Methods for the Shredding/Destruction of Records and Non-Records at the Quad Cities 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-QC:**

1. Begin by completing a Records Disposal Certificate (RDC) form online, which can be found here, [https://www.wiu.edu/libraries/archives/records\\_management/Record\\_Disposal\\_Certificate\\_2021.pdf](https://www.wiu.edu/libraries/archives/records_management/Record_Disposal_Certificate_2021.pdf), and send it to Brittany Pate, Assistant Records Officer for the Quad Cities Campus, at [bn-pate@wiu.edu](mailto:bn-pate@wiu.edu). Instructions on how to fill out the RDC and the necessary retention schedules can be found on WIU's records management page, [https://www.wiu.edu/libraries/archives/records\\_management/](https://www.wiu.edu/libraries/archives/records_management/).
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. Once you have your approved Records Disposal Certificate, you are free to shred your record.

**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 documents can be shredded at any time.

- **Shredder location on WIU QC Campus:** We have four shredders located throughout the QC campus available at all times. These are located in Building A's mailroom on the 2nd floor (room 2201), in Building C where WQPT resides, Riverfront Hall's mailroom on the 1st floor (room 108B), and Riverfront Hall's mailroom on the 2nd floor (room 207F). These can be used any time to shred non-records, or to shred official records once an RDC has been submitted and a Certificate of Destruction has been issued by the Illinois State Commission.
- **Shred Bins delivered to Campus from The Arc:** We also have two secure shred bins from The Arc of the Quad Cities on campus for all staff and faculty to use. One bin is located in Building A's mailroom on the 2nd floor. The other bin is located in Building C by the testing center. Once again, only non-records and official records that have been approved for shredding by the Illinois State Commission can be put into these bins to be shredded by The Arc of the Quad Cities. When you notice one of these bins are full, please contact your campus records officer, Brittany Pate at ext. 62225, or [bn-pate@wiu.edu](mailto:bn-pate@wiu.edu). She will have the full bin replaced.

\*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.