

Western Illinois University

Authorized Methods for the Shredding/Destruction of 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 it to your office along with a Destruction Certificate. The entire process takes approximately thirty days.
4. The Destruction Certificate authorizes the disposal of the records listed on the RDC to be delivered the Malpass Library or to WIU's contracted shredding service.
 - The Malpass Library has a large capacity shredder that is available for you to schedule a time to have your records picked up to have them destroyed. 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 Bruce Ackers, Records Officer, at BE-Ackers@wiu.edu or by phone (309) 298-2717.
 - Send a copy of the Destruction Certificate to Facilities Management to schedule the pickup of your records. Contact Kirk Hare, Building Services Supervisor, at KD-Hare@wiu.edu or by phone (309) 298-2855. Pickup is on the third Wednesday of every month for WIU's contracted shredding service.

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.**