

3.6 - Records Management Policy and Procedures

Standard: The agency shall have established policy and procedures for control, maintenance, and retention of records that are periodically reviewed. Records management policies and procedures address retention, disposal, access, disclosure and distribution of documents, including freedom of information requests, and they must be consistent with legal requirements.

Suggested Evidence of Compliance: Provide records management policy and procedures and a copy of the most recent review.

Informational reference in the *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 14 – Information Technology Management, pp 312-313.

Agency Evidence of Compliance:

The Park District complies with its Records and Data Management Policy¹, Freedom of Information Act Policy², and State of Illinois statutes, including the Illinois Local Records Act³, regarding the retention, access, and disposal of any Park District records. Additionally, the Park District has developed Procedures for Verbatim Records⁴, Procedures for FOIA Requests⁵, and Procedures for Record Retention and Destruction⁶. Much of this information has been compiled into the Park District's Records Management Manual⁷ which was recently reviewed and updated as referenced in the Records Management Plan Review Memo⁸.

The Executive Assistant is the designated FOIA Representative for the Park District and is required to pass an exam⁹ regarding the Freedom of Information Act each year to ensure that knowledge and procedures are up-to-date. The Park District includes information about FOIA requests and the process for the public to submit a request on its website¹⁰. Additionally, the Park District publishes a Municipal Directory¹¹ that includes important information regarding the Park District that includes information regarding the Park District, its operations, finances, boards and committees, and FOIA information to satisfy the Illinois Freedom of Information Act (5 ILCS 140/4) (from Ch. 116, par. 204).

Park District Board Meeting Agendas and Minutes¹² are generally available on the Park District's Document Library on the website, with the most recent documents appearing automatically on the "Board of Commissioners" page of the website.

The Park District recently reviewed these policies as part of the overall policy review¹³ and they were re-approved by the Board of Commissioners at the December 2014 Board Meeting.

Documentation:

1. [03.06.00_Records-and-Data-Management-Policy.pdf](#)
2. [03.06.00_Freedom-of-Information-Act-Policy.pdf](#)
3. [link to Illinois Local Records Act](#)
4. [03.06.00_Procedures-for-Verbatim-Records.pdf](#)
5. [03.06.00_Procedures-for-FOIA-Requests.pdf](#)
6. [03.06.00_Procedures-for-Record-Retention-and-Destruction.pdf](#)

7. [03.06.00_Records-Management-Manual.pdf](#)
8. [03.06.00_Records-Management-Plan-Review-Memo.pdf](#)
9. [03.06.00_FOIA-Training-Certificate-of-Completion.pdf](#)
10. [link to Freedom of Information Act Requests information on Park District website](#)
11. [link to Municipal Directory on Park District website](#)
12. [link to Board Meeting minutes on Park District website](#)
13. [03.06.00_Policy-Manual-Review-Memo.pdf](#)

Agency Self Assessment: MET
