

## RECORDS RETENTION:

### Records to Be Retained and Disposed

The State and Local Government Records Management Programs: Illinois State Archives is Section is responsible for assisting state and local government agencies with the disposal of records. In Illinois, no pu

For information about the procedures to dispose of state records call 217-782-2647. To dispose of local government records call 217-782-7075. You may also contact our office through mail, fax, or email.

Records Management Section  
Illinois State Archives  
Springfield, Illinois 62756  
217-557-1928 (fax)

### Also available online is:

[Records Management Reference Manual For Illinois State Government Agencies](#) by Alexi Giannoulas, Illinois Secretary of State; Illinois State Archives Records Management Division