



VETERANS ASSISTANCE COMMISSION OF MACOUPIN COUNTY, ILLINOIS

MACVAC-OPS-001

Records Retention and Disposal Policy

Implementing Illinois Local Records Commission Application No. 25:063

Policy Number:	MACVAC-OPS-001
Effective Date:	May 13, 2026
Version:	v1.0
LRC Application No.:	25:063 — Approved May 6, 2025
Legal Authority:	50 ILCS 205 (Illinois Local Records Act); 330 ILCS 45/9(g); 50 ILCS 205 (Illinois Local Records Act)
Adopted By:	Board of Commissioners — Veterans Assistance Commission of Macoupin County Resolution R-2026-14
Annual Review:	Required — Each calendar year by the Superintendent

OFFICIAL RETENTION AUTHORITY

This policy implements the retention schedule approved by the Illinois Local Records Commission in Application No. 25:063, signed by Bobby L. Scott, Superintendent, on April 16, 2025 and approved by the Commission on May 6, 2025. The approved application is filed permanently at: 15_Records Retention & Disposal / Retention Schedule / MACVAC_RecordsRetentionSchedule_App25-063_Approved2025-05-06.pdf



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Section 1 — Purpose and Authority

This policy establishes the official records retention and disposal schedule for the Veterans Assistance Commission of Macoupin County (“Commission”). It is adopted pursuant to the Illinois Local Records Act (50 ILCS 205), which requires local government agencies to establish and follow approved retention schedules, and implements Illinois Local Records Commission Application No. 25:063, approved May 6, 2025. This schedule governs all records regardless of physical format — paper, electronic, digital, microfilm, or any other medium.

Section 2 — Scope

This policy applies to all records created, received, or maintained by the Commission in the conduct of its official business. All officers, commissioners, and employees are responsible for managing records consistent with this schedule. Records not covered by a specific series in this schedule shall be retained until their administrative, fiscal, legal, and historical value has been exhausted, then disposed of in accordance with Section 5.

Section 3 — Approved Retention Schedule

Illinois Local Records Commission Application No. 25:063

Approved: May 6, 2025 | Signed by: Bobby L. Scott, Superintendent | Filed: April 16, 2025

This application and all Local Records Disposal Certificates are to be retained permanently (Item 100). This schedule does not relieve the Commission of retention requirements mandated by other state or federal statutes. When a longer period is required by another authority, that longer period takes precedence.

ITEM	RECORD SERIES	DESCRIPTION / NOTES	RETENTION PERIOD	DISPOSAL METHOD
ADMINISTRATIVE RECORDS — Items 100–107				
100	Applications for Authority to Dispose of Local Records & Local Records Disposal Certificates	<i>Includes this application (No. 25:063) and all future disposal certificates. To be retained even after disposal of referenced records.</i>	PERMANENT	Retain permanently. Do not dispose.
101	Administrative Files & Miscellaneous Correspondence	<i>Includes general correspondence, email classified as general correspondence, copies, reference materials, publications. Does not include records covered by another series.</i>	1 Year	Dispose after 1 year if no further administrative, fiscal, legal, or historical value. No Disposal Certificate required if records have no official character.
102	By-Laws	<i>All versions of the MACVAC Bylaws, including drafts, amendments, and final adopted versions.</i>	PERMANENT	Retain permanently. Do not dispose.



103	Policies and Procedures	<i>All adopted MACVAC policies and procedures. Retain one (1) official copy of each permanently.</i>	PERMANENT (1 copy each)	Retain permanently. Working copies and superseded versions may be disposed of after replaced.
104	Resolutions	<i>All MACVAC Board resolutions. Retain until recorded in official minutes, then may dispose after 60 days.</i>	60 Days after recorded in minutes	Must be recorded in official minutes before disposal. Disposal Certificate required.
105	Veterans Assistance Monthly Reports	<i>Monthly activity and service reports submitted by the Superintendent or staff.</i>	7 Years	Dispose after 7 years. Disposal Certificate required 30 days prior to disposal.
106	Veterans Assistance Case Files	<i>Individual Veteran and survivor case files, including claims assistance records, correspondence, and service documentation.</i>	5 Years after inactivation	Dispose 5 years after file is closed/inactivated. Disposal Certificate required. Verify no litigation is pending.
107	Sign-In Sheets	<i>Visitor, client, and meeting sign-in/attendance sheets.</i>	2 Years	Dispose after 2 years. Disposal Certificate required.
FISCAL RECORDS — Items 200–207				
200	Budget Worksheets	<i>Annual operating budgets and supporting worksheets used in budget preparation.</i>	Budgets: 7 Years Worksheets: 2 Years after approval Copies: Until no longer useful	Dispose per period. Disposal Certificate required for official budgets.
201	Cancelled Checks, Bank Statements & Deposit Slips	<i>All banking records including cancelled checks, monthly bank statements, and deposit documentation.</i>	7 Years	Dispose after 7 years. Disposal Certificate required. Verify audit requirements met.
202	Financial Assistance Vouchers	<i>Vouchers documenting financial assistance provided to Veterans and survivors.</i>	7 Years	Dispose after 7 years. Disposal Certificate required.
203	Paid Bills, Invoices & Vouchers	<i>All invoices, paid bills, and payment vouchers for MACVAC expenditures.</i>	7 Years	Dispose after 7 years. Disposal Certificate required.
204	State & Federal Tax Statements & Reports	<i>Includes W-2s, W-3s, W-4s, W-9s, IL-501s, IL-941s, and all other tax forms and reports.</i>	W-4s: 5 Years after termination or superseded All other tax forms: 7 Years	Dispose per series period. Disposal Certificate required.



205	Lawsuits & Legal Case Files	<i>All litigation files, legal opinions, case correspondence, and settlement documentation.</i>	Legal opinions: PERMANENT All other: 3 Years after settlement	Legal opinions: retain permanently. All other: Disposal Certificate required after 3 years post-settlement.
206	Minutes, Agendas & Board Packets	<i>Official meeting minutes, published agendas, and board meeting packets for all meetings subject to the Open Meetings Act. Closed session minutes retained per 5 ILCS 120/2.06(3c).</i>	Minutes & Agendas: PERMANENT Packets (original material): PERMANENT Packets (copies only): 1 Year	Minutes and original board packets: retain permanently. Copies-only packets: dispose after 1 year without Disposal Certificate.
207	Insurance Policies & Claims	<i>All insurance policies held by the MACVAC and related claims records.</i>	Sexual misconduct coverage: 60 Years Minor injury coverage: 20 Years after expiration All other policies: 7 Years after expiration Claims: 7 Years after settlement	Dispose per individual period. Disposal Certificate required for all categories.

Section 4 — Records Formats and Equivalency

Records may be retained in paper, electronic, scanned/digital, or microfilm format, subject to the following:

- Electronic records must be maintained in a format that remains accessible and readable throughout the retention period.
- Scanned or digitized copies are adequate substitutes for original paper records only when made in accordance with standards of the Local Records Commission (per Application No. 25:063).
- When original paper records are digitized, the disposal of originals must be noted on the Local Records Disposal Certificate.
- Email and electronic correspondence are subject to the same retention requirements as paper correspondence based on content and record series.
- Backup copies and working files are not official records and may be disposed of without a Disposal Certificate when no longer needed.

Section 5 — Disposal Procedures

No records shall be disposed of except in accordance with this policy and the following procedures:

**REQUIRED STEPS BEFORE ANY DISPOSAL**

Step 1 — Verify the retention period has been fully satisfied for the specific record series.

Step 2 — Confirm no local, state, or federal audit is pending or anticipated for the records.

Step 3 — Confirm no litigation is pending or anticipated in which the records may be relevant.

Step 4 — Complete a Local Records Disposal Certificate (available at ilsos.gov) listing the specific records to be disposed of. Submit to the Illinois Secretary of State Records Management Section at least thirty (30) days prior to disposal.

Step 5 — Await the returned Disposal Certificate marked Approved. Do not dispose of any records until the approved certificate is received.

Step 6 — Execute disposal by shredding (paper) or certified electronic deletion. File the approved Disposal Certificate in: 15_Records Retention & Disposal / Disposal Certificates.

Exception: Records with no official character (e.g., copies-only board packets per Item 206, working files) may be disposed of without a Disposal Certificate when their usefulness is complete.

Section 6 — Litigation Hold

When the Commission receives notice of actual or anticipated litigation, audit, investigation, or legal hold, the Superintendent shall immediately suspend any scheduled disposal of records that may be relevant to that matter, regardless of whether the retention period has expired. The hold remains in effect until the matter is fully resolved and the Superintendent confirms in writing that disposal may resume.

Section 7 — Responsibilities

Superintendent / VSO	Primary custodian of all Commission records. Responsible for implementing this policy, completing Disposal Certificates, overseeing disposal, and conducting annual review of the retention schedule.
Board of Commissioners	Approves and periodically reviews this policy. Receives annual records status report from the Superintendent.
All Staff & Commissioners	Responsible for managing records within their custody in accordance with this schedule. Must notify the Superintendent before disposing of any records.

Section 8 — Annual Review

The Superintendent shall review this policy annually to ensure it reflects the current approved retention schedule and any changes in applicable law. If additional record series are identified that are not covered by Application No. 25:063, the Superintendent shall file an amendment application with the Illinois Local Records Commission. Any material change to this policy requires Board approval by resolution.



ACKNOWLEDGMENT OF RECEIPT & UNDERSTANDING

MACVAC-OPS-001 — Records Retention and Disposal Policy

Veterans Assistance Commission of Macoupin County, Illinois

I acknowledge that I have received, read, and understand the Records Retention and Disposal Policy (MACVAC-OPS-001) and the approved Illinois Local Records Commission retention schedule (Application No. 25:063). I understand my responsibility to manage records within my custody in accordance with this policy and that unauthorized disposal of records is a violation of the Illinois Local Records Act (50 ILCS 205).

Printed Name: _____

Title / Role: _____

Signature: X _____

Date: _____

FILING INSTRUCTION

Collect signed acknowledgment forms from all commissioners, officers, and employees. File in: 09_Personnel & HR / HR Policies / Acknowledgments / MACVAC-OPS-001. Retain for the duration of service plus three years per 50 ILCS 205.