

Memo

To: Trustee Konicek Hannigan
From: Robert Kosin
cc: Village President, Board of Trustees, Building Officer
Date: March 25, 2016
Re: Building Records Retention Schedule

The Village has retained building permit records from 1979 to present. It is an ongoing collection from the initial application to a copy of the Certificate of Occupancy and Completion.

The primary purpose of the retention is a service for reference by the owner or subsequent owners or even the Village about building conditions in a certain area.

With the passage of time the accuracy and in turn usefulness of the building permit records has diminished.

Technology has since evolved that the Village with its own means can transfer records to the current storage medium and reproduce them upon request to a paper copy or another digital medium.

It is therefore proposed by the terms of the Illinois Local Records Act to cull the permit records from 1992 (25 years and older) in a two-step process. First, extract and retain digitally the CO and core records such as spotted survey, septic as-built. Second, offer the remaining building permit records to the current tax payer to examine and retrieve them. If there is no acceptance of the records, then in accordance with the terms of the Illinois Local Records Act, permission will be sought for their destruction.

This process once in place will be pursued on an annual basis.

By way of information it is a similar process used in the management of student records in Illinois.