

## Washington Township Record Retention Policy

Approved 1/5/2026

Washington Township retains records in accordance with 50 ILCS 205, the Illinois Local Records Act, and directives from the Local Records Unit, Record Management Section, Illinois State Archives, Springfield, IL 62756.

It is the policy of the Washington Township that its records be retained only so long as they are (1) necessary to the current conduct of the Township; (2) required to be retained by statute or government regulation; or (3) relevant to pending or foreseeable investigations or litigation.

1. The responsibility for administering record retention management, in accordance with the laws of the State of Illinois, is designated to the Washington Township Clerk and Administrative staff only as directed.
2. Destruction of specific records shall be carried out only in accordance with the rules and guidelines set down by the State of Illinois.
3. This policy includes records in all formats, including all records maintained on electronic data processing storage media as well as printed records.
4. All records shall be retained for at least the minimum period as stated in applicable State or Federal laws or regulations. Once the period for office retention of records has passed, a determination will be made regarding whether the records fall under the Records Retention schedule supplied by the State of Illinois, and with the approval of the Records Retention Division.
5. The destruction of records shall be suspended immediately upon receipt of legal process or other notice of pending or foreseeable investigations or litigation, whether government or private.
6. Washington Township's record retention schedule is on file and available for public inspection at the Washington Township Center, located 30200 Town Center Road, Beecher, IL.

Adopted this 5th day of January 2026.

  
Supervisor Michael Stanula

  
Clerk Joseph Burgess

