

Discipline Case Files

This record series includes notice of hearings, evidence, subpoenas, pleadings, complaints, orders, decisions, personnel files, State Police Division of Internal Investigation (DII) files, previous discipline, precedent cases, correspondence, notes and memos.

After case is completed records are scanned electronically and hard copies are retained in office for ten (10) years from closure of case, then transfer to the State Records Center for an additional thirty (30) years, then destroy.

Promotional Process Files

This record series consists of the promotional reading list and materials, roster/sign-in sheets, score guides, test announcements, schedules, certification lists, test booklets, validation reports, score letters, score sheets, supporting documentation, feedback reports, confidentiality forms, orientation announcement and supporting documents, test declaration forms, test materials, and answer keys and all supporting documents.

Retain in the office for three (3) years, then scan electronically and dispose of the originals. Retain the agency electronic file for thirty-seven (37) years and transfer a copy of the electronic file to the State Records Center for thirty-seven (37) years retention, then dispose of provided no litigation is pending or anticipated.

Application Process Files

This record series includes applications, waivers, birth certificates, college transcripts, driver's license, letters of reference, physical fitness test results, credit checks, background investigation records, oral interview sheet, certification of appointment, letters of termination or resignation, correspondences between applicant and Merit Board staff. These files are filed by category including:

- a. Eligibility pool applications – These are files for applicants that have been deemed acceptable and taken and passed the written exam.
- b. Withdrawn application files – These files are for applicants that have withdrawn their applications from the process.
- c. No-Show to exam application files – These files are for applicants that have been deemed acceptable and were invited to take the written exam, but did not show for the exam.
- d. Incomplete and non-eligible application files – These files are for applicants who had incomplete applications or waivers missing or who did not meet the Merit Board's requirements to be deemed an acceptable applicant.
- e. Failed written examination application files – These files are for applicants that have been deemed acceptable and taken and failed the written exam.

Retain in the office for three (3) years, then scan electronically and dispose of the originals. Retain the agency electronic file for thirty-seven (37) years and transfer a copy of the electronic file to the State Records Center for thirty-seven (37) years retention, then dispose of provided no litigation is pending or anticipated.

Board Meeting Records

This record series consists of the Board agenda, public notices, prior Board minutes, and any supporting documents on agenda.

Retain the originals in the office permanently and transfer a copy of the minutes and any supporting documents to the State Archives for permanent retention.

Administrative File

This record series consists of correspondence files such as correspondences between Board members, correspondences with other agencies, and requests for Freedom of Information. This record series also consists of all Merit Board Policies and Procedures and Administrative Rules.

Retain in the office for three (3) years, then dispose of provided no litigation is pending or anticipated.

Occupational Analysis

These documents consists of reports that contain aspects of a particular job position, such as work behaviors, knowledge, skills, abilities and physical abilities applicable to each position.

Retain in the office for five (5) years, then scan electronically and dispose of the originals. Retain the agency electronic file for twenty (20) years and transfer a copy of the electronic file to the State Records Center for twenty (20) years retention, then dispose of provided no litigation is pending or anticipated.

Recertification Files

This grouping of files contain officer's requesting to be reinstated with the Illinois State Police after their resignation of less than 12 months.

Retain in the office for three (3) years, then scan electronically and dispose of the originals. Retain the agency electronic file for thirty-seven (37) years and transfer a copy of the electronic file to the State Records Center for thirty-seven (37) years retention, then dispose of provided no litigation is pending or anticipated.

Personnel Records

This record series consists of employee records, both past and current.

Retain hard copies indefinitely.

Fiscal Records

This record series consists of inventory, vouchers, procurement files and attendance records.

Retain hard copies indefinitely.