

ILLINOIS DEPARTMENT OF CORRECTIONS

APPENDIX D  
FIRST NOTICE CHANGES

Agency: Illinois Department of Corrections

Part/Title: Rights and Privileges (20 Ill. Adm. Code 525)

Illinois Register Citation: 49 Ill. Reg. 12567; October 10, 2025. Issue 41.

1. Delete lines 30-31 and add  
  
"525.146 Retention of Non-privileged Incoming Mail Subject to Mail Digitization or Photocopy"
2. Change all source notes from "49" to "50"
3. Delete lines 92-99 and add  
  
"f) "Mail Digitization" for purposes of this Subpart, means the process of scanning non-privileged incoming physical mail to create an electronic or digitized version.  
  
g) "Digital Copy Distribution" for purposes of this Subpart, means the process of distributing the electronic or digitized version of non-privileged incoming mail to the individual in custody's electronic device.  
  
h) "Physical Copy Distribution" for purposes of this Subpart, means the process of distributing a printed copy of the electronic or digitized version of non-privileged incoming mail."
4. In line 101, delete "h)" and add "i)"
5. In line 109, delete "PREA" and add "Prison Rape Elimination Act (PREA)" before coordinator
6. In line 119, add "A" before foreign
7. In line 138, delete "i)" and add "j)"
8. In line 156, add "A" before foreign
9. In line 177, delete "j)" and add "k"
10. In line 179, strike "direct"
11. In line 196, delete "k)" and add "l)"
12. In line 198, add  
  
"m) "Photocopy" for the purposes of this Subpart, means the process of creating a photographic copy of printed or written material through using light on a specific surface or other xerography and related techniques."
13. In line 251, strike "reasonable amounts of"

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14. In line 416, add

"m) Individuals in custody may receive photographs that are delivered directly from a verifiable vendor, are unopened, and include the original watermark(s). After review, per section 525.145, these photographs may be delivered directly to the individual in custody without digitization."
15. In line 426, delete "effectively"
16. In line 430, delete "effectively", delete ",", after risk
17. Delete lines 433-434 and add

"A) Implementing mail digitization by scanning incoming non-privileged mail to create an electronic or digitized version, that is then:

  - i) Digitally distributed to the individual in custody by uploading it to their electronic device; or
  - ii) Physically distributed to the individual in custody by printing a copy and delivering it to them."
18. In line 439, delete ",", before reasonable and add "and", delete ", and effective" after reasonable
19. In line 442, add

"D) Any contract agreement with a third-party vendor shall comply with all information security and data privacy policies stipulated by the State of Illinois Department of Innovation and Technology.

3) Individuals in custody may request mail to be printed by the Department according to Section 525.145 (a)(2)(A)(ii) at no cost to the individual in custody making the request."
20. In line 449, delete "the Department"
21. In line 452, delete "effectively" after of
22. In lines 458-459, delete "in a manner that does not require the envelop to be opened"
23. In line 458, after privileged mail., add "If multi-factor authentication is unable to confirm the identity of the sender, the Department shall conduct further review to confirm the identity of the sender."
24. In line 460, delete "will" and add "shall"
25. In line 466, delete ",", after secure and add "and", delete ", and effective" after reasonable

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26. Delete lines 483-489, add  
  
"Section 525.146 Retention of Non-privileged Incoming Mail Subject to Mail Digitization or Photocopy  
  
a) Original mail documents received through incoming mail shall be retained for no less than six months after the date the mail is scanned or photocopied. Original documents may be returned prior to the retention timeframe if requested by the individual in custody or sender."
27. In line 539, strike "valid", strike ", "
28. Delete lines 566-568 and add ""Assessment" means the initial screening and evaluation of a publication upon entering the facility."
29. In line 590, add "any electronic or digital publication," before or
30. In line 614, add ", as the designee for the Director," after CPRC
31. In line 647, delete ", subject to the appeal process," after determinations
32. In line 672, delete "the" after from and add "a"
33. In lines 680-681, after custody., delete "Used publications that contain notes, writings, pictures, or are otherwise altered from their original state are prohibited."
34. In lines 727-729, delete "Mailroom staff, the Assistant Warden of Programs, the Education Facility Administrator, the Chaplain, and the Librarian shall assess publications received by a facility." and add "Mailroom staff shall conduct an assessment of publications received by a facility. When necessary, the Assistant Warden of Programs, the Education Facility Administrator, the Chaplain, or Librarian shall provide further evaluation prior to action taken."
35. In lines 804-805, delete "individual in custody", strike "4) The offender may ask for assistance or information regarding the publication review procedure."
36. In line 868, add "The individual in custody may file a grievance in accordance with 20 Ill. Admin. Code 504, Subpart F." after method.
37. In line 900, delete "d)" and add "b)"
38. In line 912, delete "e)" and add "c)"
39. In line 914, add ", with written explanation," after Officer
40. In line 927, add  
  
"4) Upon receiving notice from the Central Publication Review Committee under

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section 525.233(a)(2), the publisher may file an objection and submit a written supportive statement or other documentation within 35 days of the notice date. If an objection is filed, then the Chief of Operations and Chief of Programs shall review the objection. A written determination shall be provided to the publisher within 60 days of the Department's receipt of the objection."

41. In line 928, delete "f)" and add "d)"