

01-0328-PO1

RETENTION AND MANAGEMENT OF BUSINESS RECORDS

THE GENERAL COUNSEL RECOMMENDS THE FOLLOWING:

That the Board adopt the policy on Retention and Management of Business Records

PURPOSE:

To establish the foundation to bring all records

keeping in the Chicago Board of Education into compliance with the

Illinois Records Commission and The Administrative Code of the Illinois State Board of Education

and to provide for the retention and management of business records in accordance with the Illinois Records Commission and The Administrative Code of the Illinois State Board of Education

to information and to prepare for future use of electronic data to satisfy State of Illinois requirements

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HISTORY OF BOARD ACTION: None

PROPOSED POLICY AND PROCEDURES

Administrative procedures implementing this policy. (Records Management Plan)

(Acct 2000) and Records Management procedures of Illinois State Board of Education

SCOPE OF THE POLICY:

This policy shall be followed by Chicago Public Schools personnel in all schools, regional and central offices

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II. Records Retention and Disposal

50 ILCS 205/7 of the Illinois statutes states that, "except as otherwise provided by law, no public record shall be

LSC APPROVAL:

Not applicable

AFFIRMATIVE ACTION
APPROVAL:

Not applicable

PERSONNEL

IMPLICATIONS:

None.

LEGAL REFERENCES:

50 ILCS 205/1 et seq.
23 Ill. Admin. Code 180.100, 110, 120

Approved:


Marilyn F. Johnson
General Counsel

Noted:

