

AMEND BOARD REPORT 01-0328-PO1  
RETENTION AND MANAGEMENT OF BUSINESS RECORDS

THE BOARD HAS RECOMMENDED THAT THE BOARD OF EDUCATION

**PURPOSE:**

To establish the foundation to bring all record keeping in the Chicago Board of Education into compliance with the State of Illinois Public Access to Information Act (5 ILCS 140/1-10) and the Administrative Code of the Illinois State Board of Education (23 ILCS 100/1-10).

provide easier access

To provide efficiencies and protection for records within the Chicago Board of Education, provide information and to prepare for future use of electronic data to satisfy State of Illinois requirements.

**HISTORY OF BOARD ACTION:** None

**PRESENT POLICY AND PROCEDURES:**

Procedures implementing this policy are contained in the Records Management Procedures (1998) and Administrative Code (2000) and the Chicago Board of Education's Administrative Code (2000) have been published.

**SCOPE OF THE POLICY:**

This policy shall apply to all departments, divisions, offices, and units of the Chicago Board of Education. The principal or unit administrator shall be responsible for the implementation of this policy within the school or unit.

**PROCEDURES:**

The Board of Education of the City of Chicago is a public body and therefore is governed by the Local Records Act (50 ILCS 205/4) passed

The secretary of the Board is responsible for administr

**II. Records Retention and Disposal**



I, SC APPROVAL:

Not applicable

AFFIRMATIVE ACTION APPROVAL:

Not applicable.

PERSONNEL

IMPLICATIONS:

None

LEGAL REFERENCES:

Approved:

Marilyn F. Johnson

Legal Counsel

General

Noted:

[Name]  
tsch  
ial Officer

Kenneth Go  
Chief Financ