

**RESCIND BOARD REPORT 01-0328-PO2
ADOPT A NEW STUDENT RECORDS RETENTION POLICY**

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Board rescind Board Report 01-0328-PO2 and adopt a new Student Records Retention Policy.

PURPOSE: The purpose of this policy is to ensure compliance with legal obligations to maintain and dispose

of student records in accordance with the Illinois School Student Records Act, the Local Records Act and related regulations. In addition to legal compliance, the proper maintenance, retention and disposal of

B. Retention Period. To administer state requirements to retain Permanent and Temporary Student Records (as defined in sections A-1, A-2, and A-3 above) for specified minimum time periods, the following

retention requirements, based on student's date of birth, are in effect:

Student Grade Level	Record Category	Minimum Record Retention Period	Destruction Authorized When
Elementary and High School	Permanent Student Records	82 years after the student's date of birth	Student Age - 83*
Elementary and High School	Temporary Special Education Records	27 years after the student's date of birth	Student Age - 28*

not required. Schools shall maintain these copies as original records for the duration of the retention period. See Section C.6. herein regarding long-term storage of these records.


e) Special Circumstances: Notwithstanding anything in this Section C.3. to the contrary, the Chief Executive Officer or designee may issue special protocols for the transfer of records in connection with students who complete the highest grade level at a school as well as for any other circumstance involving the transfer of a significant number of student records.

Approved for Consideration:

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Respectfully Submitted:

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Approved as to Legal Form 

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