

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

core-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

To provide electronic and print production records within the Unified Information System for easier access to information and to prepare for future use of electronic data to satisfy State of Illinois requirements

**HISTORY OF BOARD ACTION:** None

**PROPOSED POLICY AND PROCEDURES**

Administrative procedures for CCG System

Administrative procedures for CCG System

Administrative procedures implementing this policy. (Records Management Plan)

(Acct 3000) and Records Management procedures of Chicago 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:

