

June 24, 2020

**RESCIND BOARD REPORT 01-0725-PO3
RETENTION AND MANAGEMENT OF BUSINESS RECORDS**

BOARD REPORT: LOCAL RECORDS MANAGEMENT AND RETENTION POLICY

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Chicago Board of Education ("Board") rescind Board Report 01-0725-PO3 Retention and Management of Business Records and adopt a new Records Management and Retention Policy.

PURPOSE: The Board of Education of the City of Chicago ("Board") is a Cook County local government agency and is therefore governed by the Illinois Local Records Act, related regulations, and the Local

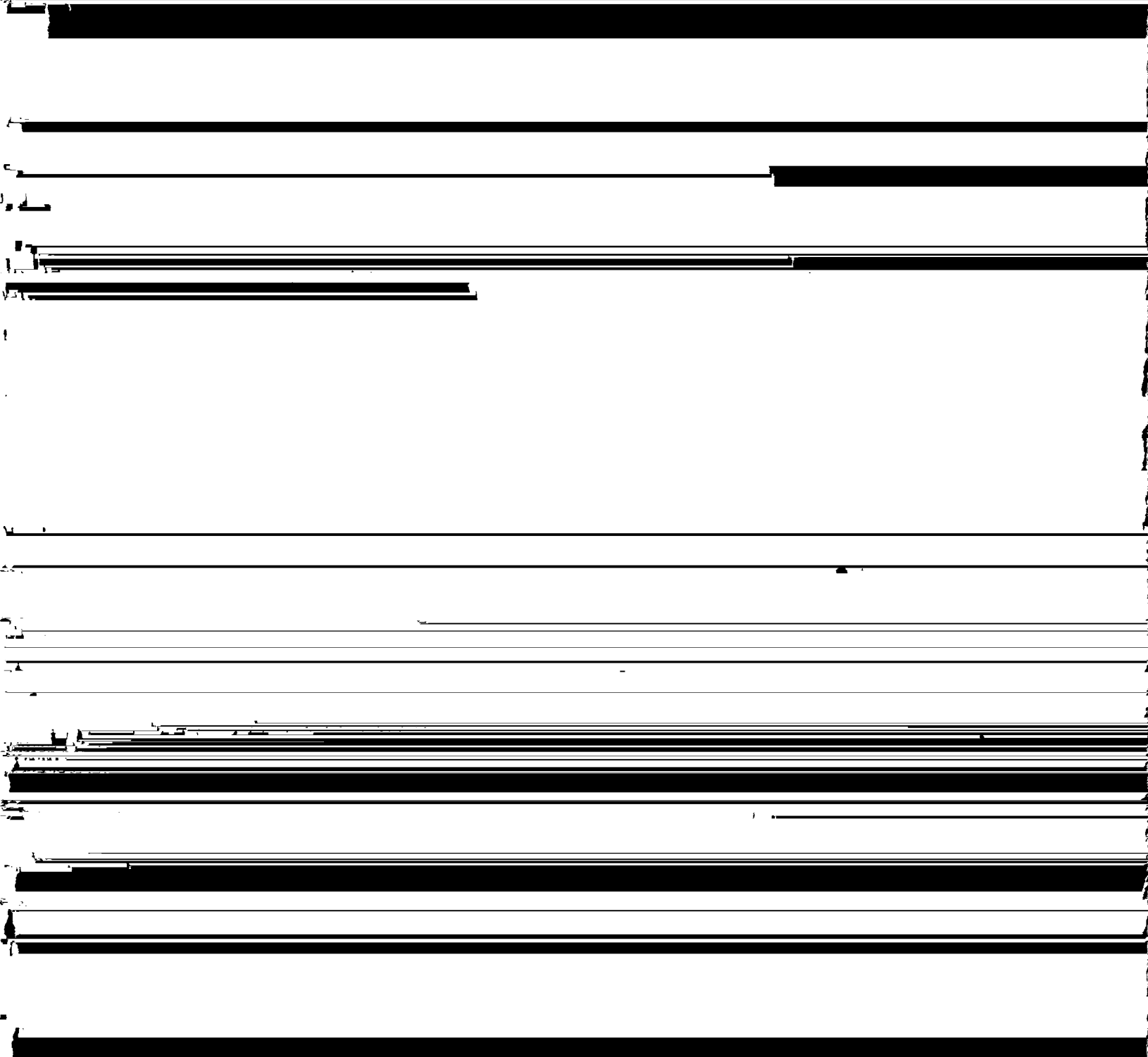
Education Records as defined in and governed by the Board's policy that addresses Student Records and retention.

3- [REDACTED] Business Records Business Records include all records that are not considered Student

Records as defined in the Board's policy that addresses Student Records. [REDACTED]

the District's Records Management Unit. The Application may also be referred to as the District's Records Retention Schedule.

B. Retention Periods. Record retention periods are determined based on the content, nature, and purpose of the record and not on its format or the media on which the record is stored. Only the Commission can establish and approve how long the District is required to retain each District Record and will set retention periods based on a record's legal, fiscal, administrative, and historical value. The Application



E. Electronic Communications. When information that is communicated electronically, including, but not limited to, through email, voicemail, instant messages, chat, website, blog, and other social media

that have been reviewed in a statement of work...

the records have been accurately and reliably reproduced in a digital medium so that they can be

VII. Violations

Failure to abide by this Policy or related guidelines will subject employees to discipline up to and including

dismissal in accordance with Board Rules and Policies.

Legal References: Local Records Act (50 ILCS 205/1 et seq.); Illinois School Student Records Act (105 ILCS 10/1 et seq.); Tampering with Public Records (720 ILCS 5/32-8); Governmental Records, Local Records Commission (44 Ill. Admin. Code 4000 et seq.)

Approved for Consideration:

Approved:

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Latanya McDade

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Janice K. Jackson

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Chief Education Officer

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