

## Students

### **Administrative Procedure - Storage and Destruction of School Student Records**

This procedure should be used with 7:340-AP1, *School Student Records*, which is annotated with citations to controlling statutes.

Actor	Action
Superintendent or Designee	<p>Develop and implement a process to systematically digitize or microfilm school student records.</p> <p>Any public record may be reproduced in a microfilm or digitized electronic format and the paper version destroyed, provided: (a) the records are reproduced on “a durable medium that accurately and legibly reproduces the original record in all details,” and “that does not permit additions, deletions, or changes to the original document images;” and (b) the Local Records Commission is notified when the original record is disposed of and also when the reproduced record is disposed of Local Records Act, 50 ILCS 205/7.</p> <p>See the Ill. Secretary of State’s publication, <i>Guidelines for Using Electronic Records</i> at:  <a href="http://www.cyberdriveillinois.com/departments/archives/records_management/electrecs.html">www.cyberdriveillinois.com/departments/archives/records_management/electrecs.html</a>.</p> <p>Develop and implement a uniform process for storing school student records to ensure that:</p> <ol style="list-style-type: none"> <li>1. Each student’s permanent record will be kept for 60 years after the student transfers, withdraws, or graduates.</li> <li>2. Each student’s temporary record will be kept for five years after the student transfers, withdraws, or graduates.</li> </ol> <p>Submit to the Local Records Commission a schedule for continuing authority to destroy school student records after the expiration of the applicable period.</p>
Official Records Custodian for each School (usually the Building Principal)	<p>Send any material for a student transferring into the District that is neither a permanent or temporary record to the parent/guardian, or student who is 18 years of age or older, with the indication that the District does not include that material in school student records.</p> <p>Store school student records according to the uniform process developed by the Superintendent or designee.</p> <p>Transfer school student records as follows:</p> <ol style="list-style-type: none"> <li>1. For a student transferring to another school within the District, send originals of all permanent and temporary records (unless normally housed at the District office).</li> <li>2. For a student transferring to an out-of-District elementary or secondary school, follow the section in 7:340-AP1, <i>School Student Records</i>, on <b>Transmission of Records for Transfer Students</b>. Send</li> </ol>

Actor	Action
	<p>a copy and retain the original of all permanent and temporary records and notify the Special Education Department of the transfer.</p> <p>Provide a destruction schedule notice to the parents/guardians, and if the student is in the legal custody of the Ill. Dept. of Children and Family Services' Office of Education and Transition Services, of students who transferred, graduated, or withdrew, or students who are 18 years of age or older. Notice to parents/guardians or a student may be provided through: (1) the school's parent or student handbook, (2) publication in a newspaper published in the District or, if no newspaper is published in the district, in a newspaper of general circulation within the District, (3) U.S. mail delivered to the last known address of the parent/guardian or student, or (4) other means provided notice is confirmed to have been received, e.g., hand delivery, return receipt, or read receipt email. 105 ILCS 10/4(h), amended by P.A.s 101-161 and 102-199; 23 Ill.Admin.Code §375.40(c). See 7:340-AP2, E1, <i>Letter Containing Schedule for Destruction of School Student Records</i>. Retain a copy for the school's record.</p> <p>Authorize and/or order the destruction of District records after ensuring that the following steps have been performed:</p> <ol style="list-style-type: none"> <li>1. The Local Records Commission approved a schedule for continuing authority to destroy school student records after the expiration of the applicable period.</li> <li>2. Any record is retained and removed from the disposal list if it is or may be evidence in litigation, or is otherwise subject to a <i>litigation hold</i>.</li> <li>3. A Local Records Disposal Certificate was sent to the Local Records Commission, Illinois State Archives, 60 days before the disposal date and an approved copy was returned. 44 Ill Admin Code §4000.40(b); 44 Ill Admin Code §4500.40(b).</li> </ol>
<p><b>Web-based Record Management Resources:</b></p> <p><a href="http://www.cyberdriveillinois.com/departments/archives/records_management/lrc_cook_county_meeting_schedule.html">Cook County Local Records Commission Meetings at: www.cyberdriveillinois.com/departments/archives/records_management/lrc_cook_county_meeting_schedule.html.</a></p> <p><a href="http://www.ilga.gov/commission/jcar/admincode/044/04404500sections.html">Cook County Local Records Commission Rules (44 Ill Admin Code Part 4500) at: www.ilga.gov/commission/jcar/admincode/044/04404500sections.html.</a></p> <p><a href="http://www.cyberdriveillinois.com/departments/archives/records_management/lrc_downstate_meeting_schedule.html">Downstate Local Records Commission Meetings at: www.cyberdriveillinois.com/departments/archives/records_management/lrc_downstate_meeting_schedule.html.</a></p> <p><a href="http://www.ilga.gov/commission/jcar/admincode/044/04404000sections.html">Rules of the Downstate Local Records Commission (44 Ill Admin Code Part 4000) at: www.ilga.gov/commission/jcar/admincode/044/04404000sections.html.</a></p> <p><a href="http://www.ilga.gov">Illinois School Student Records Act (105 ILCS 10/) at: www.ilga.gov.</a></p> <p><a href="http://www.ilga.gov/">Local Records Act (50 ILCS 205/) at: http://www.ilga.gov/.</a></p> <p><a href="http://www.cyberdriveillinois.com/departments/archives/records_management/lrmdisp.html">Local Records Disposal Certificate at: www.cyberdriveillinois.com/departments/archives/records_management/lrmdisp.html.</a></p>	

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