

School Board

Record Retention

Unless the Local Records Commission of Cook County or Illinois law requires that the Board of Education of District 107 maintain the following records for a longer period than the period provided below, the Board of Education of District 107 shall maintain the following records as follows:

1. Annual budget adoption presentation and final annual budget binder for ten years.
2. Tax levy presentation for ten years.
3. Standardized testing reports submitted and/or presented to the Board of Education for eight years.
4. Post graduate test score data as collected from high schools to which Pleasantdale students matriculate for five years after a class graduates. The data may include EXPLORE, PLAN, SAT and/or ACT scores.
5. Construction records, including architectural drawings presented to the Board of Education, for the life of a structure.

Should the identified records not be available in electronic form, the Superintendent shall so notify the Board and the Board shall determine if the expense of obtaining and/or converting the records to electronic form is feasible and in compliance with the Illinois Local Records Act.

ADOPTED: November 19, 2008