

BOARD OF EDUCATIONBOARD MEMBER SERVICES - SCHOOL BOARD RECORDS

All records of the Board of Education shall remain in the custody of the Superintendent or his or her designee. Care shall be taken to protect those records from damage or loss. Important and historical records shall be preserved permanently and in all cases records shall be retained for a period of at least three years or as provided by law.

Records relating to the business affairs of the District and the proceedings of the Board of Education are public information, and access to them shall be granted to any citizen during normal working hours as required by law. When access to records is granted, examination thereof will be made only in the presence of the Superintendent or the staff member responsible for their safekeeping.

Not included in the category of records to which the privilege of public access is given are certain personnel records, pupil records, personal correspondence, minutes of closed session Board meetings, and other documents which are exempt from disclosure under federal or state law.

Records which are no longer necessary shall be disposed of in accordance with the provisions of the Illinois School Code.

CROSS REF.: 291

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Revised: September 24, 1998
Revised: April 22, 2010