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Michael Wilkes
Director of Technology
Geneva School District 304

To: Dr. Andy Barrett
From: Michael Wilkes
Date: November 9, 2026
Re: Disposal of Paper Copies of Digitized Student Files Maintained by Schools

Last spring, the Board approved the purchase of services to digitize paper files representing permanent and temporary student records that are maintained by all district schools. Over the summer, a third-party company successfully collected and digitized these paper files (approximately 20,000 pages). The district believes, with high confidence, that the process was complete and accurate. To that end, this recommendation seeks approval to move forward with the disposal of the original paper files. If approved, the district shall seek disposition approval of the digitized paper files from the Local Records Commission prior to authorizing the third-party vendor to dispose of the paper files. These records will be maintained in digital form until their respective disposal dates occur.

Thank you for your consideration.