

227 N. Fourth Street
Geneva, Illinois 60134
(630)463-3070
mwilkes@geneva304.org



Michael Wilkes
Director of Technology
Geneva School District 304

To: Dr. Andy Barrett
From: Michael Wilkes
Date: July 15, 2024
Re: Disposal of Paper Copies of Digitized Student Temporary Files Maintained by the Student Services Department

In February, the Board approved the purchase of a digital records management system and related services to digitize the hundreds of thousands of paper files representing temporary student records that are maintained in the Student Services Department with the goal of disposing of the paper files. Throughout the spring, a third-party company successfully collected and digitized these paper files (approximately 247 cu. ft). The district conducted an audit of the scanned records and verified, 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. In support of this effort, the district sought and received disposition approval of the digitized paper files from the Local Records Commission. These records will be maintained in digital form until their respective disposal dates occur.

Thank you for your consideration.