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Michael Wilkes
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Geneva School District 304

To: Dr. Andy Barrett
From: Michael Wilkes
Date: August 11, 2025
Re: Disposal of Paper Copies of Digitized Student Files Maintained by Geneva High School

In February, the Board approved the purchase of services to digitize the tens of thousands of paper files representing permanent student records that are maintained by Geneva High School. Throughout the spring, a third-party company successfully collected and digitized these paper files (approximately 240,000 pages). 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. 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.