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Michael Wilkes  
Director of Technology  
Geneva School District 304

To: Dr. Andy Barrett  
From: Michael Wilkes  
Date: November 10, 2025  
Re: Disposal of Paper Copies of Digitized Student Files Maintained by Schools

In April and May, the Board approved the purchase of services to digitize paper files representing permanent and temporary student records that are maintained by all district schools. Throughout the summer, a third-party company successfully collected and digitized these paper files (approximately 420,000 pages). The district conducted an audit of the scanned records and believe, 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.