



## RECORDS MAINTENANCE AND RETENTION POLICY

**Board Bylaw:**  
**Policy Number: 3.3000**  
**Subject Area: Business Services and Finances**  
**Adopted: 02/17/1993**  
**Revised: 02/17/1993**

Records to substantiate all claims, for state apportionment shall be maintained and retained for a period of three (3) years in accordance with the requirements set forth in the Illinois Revised Statutes, Chapter 122, Section 103-21/103-22 - 3/21./3-22, as amended.

Approval History: Replaces Records Maintenance and Retention Policy 4.12 approved February 17, 1993