

Board Policy

Code No. 708

CARE, MAINTENANCE AND DISPOSAL OF SCHOOL DISTRICT RECORDS

School district records shall be housed in the central administration office of the school district. It shall be the responsibility of the Superintendent to oversee the maintenance and accuracy of the records. The following records shall be kept and preserved according to the schedule below:

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| • Secretary's financial records | Permanently |
| • Treasurer's financial records | Permanently |
| • Minutes of the Board of Directors | Permanently |
| • Annual audit reports | Permanently |
| • Annual budget | Permanently |
| • Permanent record of individual pupil | Permanently |
| • Personnel | Permanently |
| • Records of payment of judgments against the District | 20 years |
| • Bonds and bond coupons | 11 years |
| • Written contracts | 10 years |
| • Cancelled warrants, check stubs, bank statements, bills, invoices, and related records | 5 years |
| • Recordings of closed meetings | 1 year |
| • Program grants | As determined by the grant |
| • Payroll records | 3 years |

Employees' records shall be housed in the central administration office of the school district. The employees' records shall be maintained by the Human Resource Office.

An inventory of the furniture, equipment, and other non-consumable items other than real property of the school district shall be conducted every three years under the supervision of the Superintendent or designee.

The permanent and cumulative records of students currently enrolled in the school district shall be housed in the central administration office of the attendance center where the student attends. Permanent records must be housed in a fireproof vault. The building administrator shall be responsible for keeping these records current. Records of students who have graduated or are no longer enrolled in the school district shall be housed in the Central Office. These records will be maintained by the Superintendent.

Offsite storage of current financial records shall be done on a daily basis.

The Superintendent may store on appropriate medium school district records and may destroy paper copies of the records if they are more than three years old. A properly authenticated reproduction of a non-paper record meets the same legal requirements as the original record.

Legal Reference: City of Sioux City v. Greater Sioux City Press Club, 421 N.W.2d 895 (Iowa 1988).
 City of Dubuque v. Telegraph Herald, Inc., 297 N.W.2d 523 (Iowa 1980).
 Iowa Code §§ 22.3, .7; 91a.6; 279.8 (2011).
 281 I.A.C. 12.3(6).

Cross Reference: 206.3 *Secretary*
 215 *Board of Directors' Records*
 401.5 *Employee Records*
 506 *Student Records*
 901 *Public Examination of School District Records*

Approved: March 18, 1996

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