

# 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 and/or designee to oversee the maintenance and accuracy of the records. The following records shall be kept and preserved according to the schedule below:

• Secretary's financial records	Permanently
• Treasurer's financial records	Permanently
• Open Meeting minutes of the Board of Directors	Permanently
• Annual audit reports	Permanently
• Annual budget	Permanently
• Permanent record of individual pupil	Permanently
• School election results	Permanently
• Real property records (e.g., deeds, abstracts)	Permanently
• Employment contracts	10 years after leaving the district
• Employment applications and resumes (those not hired)	5 years
• Records of payment of judgments against the District	20 years
• Bonds and bond coupons	11 years after maturity, cancellation, transfer, redemption, and/or replacement
• Written contracts	10 years
• Cancelled warrants, check stubs, bank statements, bills, invoices, and related records	5 years
• Recordings and minutes of closed meetings	1 year
• Program grants	As determined by the grant
• Payroll records	5 years
• School meal program accounts/records	3 years after submission of the final claim for reimbursement

In the event that any federal or state agency requires a record be retained for a period of time other than the schedule outlined in this policy for audit purposes or otherwise, the record shall be retained as long as is required for the resolution of the issue by the federal or state agency.

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 and/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 shall be housed in a fire resistant safe or vault or electronically with a secure backup file. The building administrator shall be responsible for keeping these records current. Permanent records of students who have graduated or are no longer enrolled

in the school district shall be housed in the Central Office and will be retained permanently. These records will be maintained by the Superintendent and/or designee. Special education records shall be maintained in accordance with the law.

The Superintendent may digitize or otherwise electronically retain school district records and may destroy paper copies of the records. An electronic record which accurately reflects the information set forth in the paper record after it was first generated in its final form as an electronic record, and which remains accessible for later reference meets the same legal requirements for retention as the original paper record.

*Legal Reference:*

*7C.F.R. §210.23(C).*  
*Iowa Code §§ 22.3, .7; 91a.6; 279.8; 291.6; 554D.119; 614.1(13).*  
*281 I.A.C. 12.3(4); 41.624.*  
*City of Sioux City v. Greater Sioux City Press Club, 421 N.W.2d 895 (Iowa 1988).*

*Cross Reference:*

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

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