

CARE, MAINTENANCE AND DISPOSAL OF SCHOOL DISTRICT RECORDS

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

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
Records of payment of judgments against the school district	20 years
Bonds and bond coupons	10 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
Nonpayroll personnel records	7 years
Payroll records	3 years

Employees' records are housed in the central administration office of the school district. The employees' records are maintained by the superintendent, the building administrator, the employee's immediate supervisor, and the board secretary.

An inventory of the furniture, equipment, and other nonconsumable items other than real property of the school district is conducted annually under the supervision of the superintendent. This report is filed with the board secretary.

The permanent and cumulative records of students currently enrolled in the school district are 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 is responsible for keeping these records current. Records of students who have graduated or are no longer enrolled in the school district are housed in the central administration office. These records will be maintained by the superintendent.

Approved 4-16-12

Reviewed _____

Revised _____

CARE, MAINTENANCE AND DISPOSAL OF SCHOOL DISTRICT RECORDS

The superintendent may microfilm or microfiche 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 microfilmed record meets the same legal requirements as the original record.

NOTE: Most of the time limits listed in this policy are legal requirements. Where the law is silent, best practice time limits have been developed. Prior to changing any of the time limits listed, it is recommended that local counsel be contacted.

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; 279.8, .15, .16; 304 (2007).
 281 I.A.C. 12.3(6).

Cross Reference: 206.3 Secretary [or Secretary/Treasurer]
 215 Board of Directors' Records
 401.5 Employee Records
 506 Student Records
 901 Public Examination of School District Records