

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 - 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
- Nonpayroll personnel records – 1 year after leaving district
- 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 non-consumable 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. Permanent records of students who have graduated or are no longer enrolled in the school district are housed in the High School. These records will be maintained by the superintendent.

The superintendent may microfilm, microfiche or otherwise permanently archive 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 or archived record meets the same legal requirements as the original record.

Legal Reference:	7 C.F.R. § 210.23(c). Iowa Code §§ 22.3; 22.7; 91A.6; 279.8; 291.6; 554D.114; 554D.119; 614.1(13). 281 I.A.C. 12.3(4); 41.624. <i>City of Sioux City v. Greater Sioux City Press Club</i> , 421 N.W.2d 895 (Iowa 1988). <i>City of Dubuque v. Telegraph Herald, Inc.</i> , 297 N.W.2d 523 (Iowa 1980).
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

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