

Series 800 – Business Procedures

Policy Title: BOARD OF DIRECTORS' RECORDS

Policy Code No. 805.1

The secretary of the Board of Directors shall cause to be kept and preserved, according to the schedule below, all records herewith listed:

	Type of Record	Length of Preservation
1.	Secretary's financial records	Permanently
2.	Treasurer's financial records	Permanently
3.	Annual financial report	Permanently
4.	Minutes of the Board of Education	Permanently
5.	Bonds and bond coupons	Ten years
6.	Annual budget	Permanently
7.	Annual audit reports	Permanently
8.	Record of payment of judgments against the school district	Twenty Years
9.	Written contracts	Ten Years
10.	Cancelled warrants, check stubs, bank statements, bills, invoices, and other related records	Five Years
11.	Permanent record of individual pupil	Permanently
12.	Recordings of closed meetings	One year
13.	Program grants	As determined by the grant
14.	Non-payroll personnel records	One year
15.	Payroll records	Three years

The superintendent may microfilm, microfiche, or store in another appropriate electronic format school district records and may destroy paper copies of the records if they are more than three years old. A

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properly authenticated reproduction of a microfilmed record meets the same legal requirements as the original record.

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Revision Date

Legal Ref.: 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.
 281 I.A.C. 12.3 (6).

Cross Ref.: Board Policy
 204.17 Board of Education Records
 805.2 Personnel Records