

Series 700 – Noninstructional and Business Services

Policy Title: CARE, MAINTENANCE AND DISPOSAL OF SCHOOL DISTRICT RECORDS Policy Code No. 708

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 recordsPermanently
- Treasurer's financial recordsPermanently
- Minutes of the Board of DirectorsPermanently
- Annual audit reportsPermanently
- Annual budgetPermanently
- Permanent record of individual pupilPermanently
- Records of payment of judgments against the school district.....20 years
- Bonds and bond coupons.....11 years
- Written contracts10 years
- Cancelled warrants, check stubs, bank statements, bills,
invoices, and related records5 years
- Recordings and minutes of closed meetings.....1 year
- Program grantsAs determined by the
grant
- Non-payroll personnel records.....1 year
- Payroll records.....3 years
- School meal program accounts/records3 years after submission
of the final claims for
reimbursement

In the event that any federal or state agency requires a record be retained for a period of time longer than that listed above for audit purposes or otherwise, the record shall be retained beyond the listed period as long as is required for the resolution of the issue by the federal or state agency.

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. Special education records shall be maintained in accordance with 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

Series 700 – Noninstructional and Business Services

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 as the original record.

Date of Adoption 08/28/1989
Review Date 07/11/2016
Revision Date 07/11/2016

Legal Ref.: 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.
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).

Cross Ref.: 206.3 Secretary-Treasurer
 215 Board of Directors' Records
 401.5 Employee Records
 506 Student Records
 901 Public Examination of School District Records