

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 board secretary/treasurer to oversee the maintenance and accuracy of the records. The following records shall be kept and preserved according to the schedule below:

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|--|----------------------------|
| • 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                    |

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 (2013).  
281 I.A.C. 12.3(6).

Cross Reference: 206.3 Secretary  
218 Board of Directors' Records  
401.6 Employee Records  
506 Student Records  
901.1 Public Examination of School District Records

Approved 8/9/2004

Reviewed 10/13/2014

Revised \_\_\_\_\_

Employees' records shall be housed in the central administration office of the school district. The employees' records shall be maintained by the superintendent, the director of human resources, the building administrator, and the employee's immediate supervisor.

An inventory of the furniture, equipment, and other non-consumable items other than real property of the school district shall be conducted annually under the supervision of the board secretary/treasurer.

A perpetual inventory shall be maintained on consumable property of the school district. 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 must be housed in a fireproof vault. The building administrator shall be responsible for keeping these records current. Records of students who have graduated or are no longer enrolled in the school district shall be housed in the high school guidance office.

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.