

## CARE, MAINTENANCE AND DISPOSAL OF SCHOOL DISTRICT RECORDS

School district records will be housed in the central administration office of the school district. It will be the responsibility of the superintendent to oversee the maintenance and accuracy of the records. The following records will be 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 will be housed in the central administration office of the school district. The employees' records will be 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 will be conducted annually under the supervision of the superintendent. This report will be filed with the board secretary.

A perpetual inventory will be maintained on consumable property of the school district.

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

Approved: Dec. 16, 1985  
 Reviewed: Aug. 24, 2005  
 Revised: June 12, 1989

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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.

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 (1995).  
281 I.A.C. 12.3(6).

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