

BUSINESS PROCEDURES - Series

800

805 Records

805.1 Care, Maintenance and Disposal of School District Records

School district records shall be housed in the central administration office of the school district. Copies of some personnel records may be housed in building level offices. It shall be the responsibility of the superintendent to oversee the maintenance and accuracy of the records. The following records shall 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 coupons (after final recall) 10 years
- Written contracts 10 years
- Cancelled warrants, check stubs, bank statements, bills, invoices, payroll 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 shall be housed in the central administration office and building level offices of the school district. The employee's records shall be maintained by the superintendent, the building administrator, the employee's immediate supervisor, business manager and the board secretary.

The permanent and cumulative records of students currently enrolled in the school district shall be housed in the building level 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 office. These records will be maintained by the high school principal.

The superintendent shall, after microfilming the board's records, destroy, by burning or shredding, paper records that have been in the superintendent's

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

An inventory of the furniture, equipment, and other nonconsumable items other than real property of the school district shall be conducted annually under the supervision of the superintendent. This report shall be on file in the central administration office of the school district.

Adoption Date: August 15, 1994

Review Date: December 21, 2009

Revision Date: June 11, 2001

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 SS 22.3, .7; 279.8, .15, .16; 304 (1995).
281 I.A.C. 12.3(6).

Cross Reference: 505.6 Use of Student Records
805.2 Employees Records
1001.7 Public Examination of School District Records