

NONINSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

Series 700

POLICY TITLE CARE, MAINTENANCE, AND DISPOSAL OF SCHOOL DISTRICT RECORDS No. 708

The Secretary of the Board of Education shall keep and preserve, according to the schedule below, the following records:

| <u>Type of Record</u> | <u>Length of Preservation</u> |
|--|---------------------------------|
| 1. Secretary's financial records | Permanently |
| 2. Treasurer's financial records | Permanently |
| 3. Minutes of the Board of Education | Permanently |
| 4. Annual audit reports | Permanently |
| 5. Annual budget | Permanently |
| 6. Permanent record of individual pupil | Permanently |
| 7. Records of payment of judgments against the School District | 20 years |
| 8. Bond Register | Permanently |
| 9. Bonds and bond coupons | 10 years |
| 10. Written contracts | 10 years |
| 11. Cancelled warrants, check stubs, bank statements, bills, invoices, and related bills | 5 years |
| 12. School election results | Permanently |
| 13. Real property records (deeds, abstracts) | Permanently |
| 14. Recording and minutes of closed session | 1 year |
| 15. Program grants | As determined by the grant |
| 16. Non-payroll personnel records | 10 years after leaving district |
| 17. Employment applications | 2 years |
| 18. Payroll records | 3 years |
| 19. School meal programs accounts/records | 3 years |

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.

The administration is authorized to establish a more detailed record retention schedule, not inconsistent with this policy, for specific records not otherwise listed herein.

All personnel records except non-contract Community Education records shall be kept and preserved by the Human Resources Department and shall be housed in the Administrative Office of the School District. The Executive Director of Human Resources shall be the School Board's authorized deputy of the records.

All non-contract (part-time/seasonal) Community Education program staff records shall be kept and preserved by the Community Education Department and shall be housed in the Community Education Office of the School District.

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 shall be housed in a fire resistant safe or vault or electronically with a secured backup file. 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 student electronic database and will be retained permanently. These records will be maintained by the Superintendent/designee. 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 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 for retention as the original paper record.

Appropriate District officials, as determined by the Superintendent/designee, are authorized to destroy records when District records have been preserved in accordance with the above schedule. Paper records containing protected information will be shredded and electronic records will be electronically erased.

Legal Reference: 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 Reference: 206.3 Secretary [*or Secretary/Treasurer*]
215 Board of Directors' Records
401.5 Employee Records
506 Student Records
901 Public Examination of School District Records

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