

NONINSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

Series 700

Policy Title Care, Maintenance and Disposal of School District Records

Code No. 708.01

School district records shall be housed in the administration office of the school district. 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 bond coupons	10 years
Written contracts	10 years
Canceled 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
Non-payroll personnel records	1 year after leaving district
Payroll records	3 years

Employees' records shall be housed in the administration office of the school district. The employees' records shall 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 non-consumable items other than real property of the school district shall be 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 shall be housed in the 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. Records of students who have graduated or are no longer enrolled in the school district shall be housed in the central administration office. These records will be maintained by the superintendent.

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 (2011).
281 I.A.C. 12.3(6).

Cross Reference:

206.03 Secretary-Treasurer

215.00 Board of Directors' Records

401.05 Employee Records

506.00 Student Records

901.00 Public Examination of School District Records

Date of Adoption: October 18, 2011 (Revised)

Related Administrative Rules and Regulations:
