

## 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 is 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
Open meeting Minutes of the Board of Directors	Permanently
Annual audit reports	Permanently
Annual budget	Permanently
Permanent record of individual pupil	Permanently
School election results	Permanently
Real property records (e.g., deeds, abstracts)	Permanently
Records of payment of judgments against the school district	20 years
Bonds and bond coupons	11 years after maturity, cancellation, transfer, redemption, and/or replacement
Written contracts	11 years
Canceled warrants, check stubs, bank statements, bills, invoices, and related records	5 years
Recordings and minutes of closed meetings	1 year
Program grants	determined by the grant
Non-payroll personnel records	7 years after leaving district
Payroll personnel records	3 years years after leaving the district
Employment applications	2 years
Payroll records	3 years
School meal programs accounts/records	3 years after submission of the final claim for reimbursement
Records of complaints of sex discrimination, and conduct that reasonably may constitute sex discrimination, plus all	

responsive records and outcomes and training materials on this topic

7 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.

Employees' records are housed in the central 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 is 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 are housed in the central administration office of the attendance center where the student attends. Permanent records must be housed in a fireproof vault or electronically with a secure backup file. 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 and will be retained permanently. These records will be maintained by the superintendent. 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.

**This is a mandatory policy.**

**NOTE: Most of the time limits listed in this policy are based on legal requirements. Where the law is silent, best practice time limits have been developed. Prior to changing any of the time limits listed, it is recommended that local counsel be contacted.**

**Legal Reference:**

*7 C.F.R. § 210.23(c).*  
Iowa Code §§ 22.3, .7; 91A6; 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).

**Cross Reference:**

206.03 Secretary (I, II)  
215 Board of Directors' Records  
215-E(1) Board of Directors' Records - Board Meeting  
Minutes Employee Records  
401.05 Employee Records  
401.05-R(1) Employee Records - Regulation  
506.01 Education Records Access  
506.01-R(1) Education Records Access – Regulation  
506.01-E(1) Education Records Access - Request of Nonparent for Examination or Copies of Education Records  
506.01-E(2) Education Records Access - Authorization for Release of Education Records  
506.01-E(3) Education Records Access - Request for Hearing on Correction of Education Records  
506.01-E(4) Education Records Access - Request for

Examination of Education Records  
506.01-E(5) Education Records Access - Notification of  
Transfer of Education Records  
506.01-E(6) Education Records Access - Letter to Parent  
Regarding Receipt of a Subpoena  
506.01-E(7) Education Records Access - Juvenile Justice  
Agency Information Sharing Agreement  
506.01-E(8) Education Records Access - Annual Notice  
901.00 Public Examination of School District Records

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