

## **Code No. 708 CARE, MAINTENANCE AND DISPOSAL OF SCHOOL DISTRICT RECORDS**

School district records are housed in the central 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 are 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

Non-payroll personnel records 7 years

Payroll records 3 years

Employees' records are housed in the central administration office of the school district. The superintendent, the building administrator, the employee's immediate supervisor, and the board secretary maintain the employees' records.

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 grades k-6 are housed in a fireproof filing cabinet in principal's office, and student records in grade 7-12 are located in the

high school vault. The principals are responsible for keeping these records current. Records of students who have graduated or are no longer enrolled in the school district are housed in the high school office vault. The principal and superintendent will maintain these records.

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 (2003).

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

**First Reading: July 18, 2018**

**Second Reading: August 20, 2018**