

Business Procedures

Series 800

Policy Title Personnel Records Code No. 805.2

All personnel records shall be kept and preserved by the Secretary of the Board, and shall be housed in the administrative offices of the school district. The Board Secretary shall be the School Board's authorized deputy of the records.

The Secretary of the Board shall not be required to preserve personnel records permanently, but is authorized after microfilming them, to destroy by burning or shredding any personnel records that have been in his/her custody for three years. A properly authenticated reproduction of any microfilm record meets the same legal requirements as the original record.

Adopted 8/25/75
Reviewed 7/10/89
Reviewed 8/21/00
Reviewed 6/21/04
Reviewed 5/17/10
Reviewed 7/15/13
Reviewed 5/16/16
Reviewed 6/17/19

Legal Reference: (Code of Iowa)
Chapter 304, Sections 22.3, 279.15, 279.16