

## Business Procedures

## Series 800

Policy Title \_\_\_\_\_ Student Records \_\_\_\_\_ Code No. 805.3

The Superintendent of schools shall cause to have initiated and maintained a complete individual permanent record for each student. The school Board Secretary shall be the Board's authorized deputy of the records and shall have the care and custody of all student records. All permanent records of students are to be preserved, either in original form, microfilm, or CD.

Adopted 8/25/75  
Reviewed 7/10/89  
Revised 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 22