

## CARE, MAINTENANCE AND DISPOSAL OF SCHOOL DISTRICT RECORDS

School district records are housed in the Education Service Center or designated school district storage facility. It is the responsibility of the Superintendent or designee to oversee the maintenance and accuracy of the records. The following records are kept and preserved according to the schedule below:

| TYPE OF RECORD   | LENGTH OF PRESERVATION   |
|--|--|
| Secretary's Financial Records  | Permanently  |
| Treasurer's Financial Records  | Permanently  |
| Open Meeting Minutes of the Board of Education   | Permanently  |
| Annual Audit Reports   | Permanently  |
| Annual Financial Report  | 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 Judgment<br>Against the School District                                      | Twenty (20) years  |
| Bonds and Bond Coupons   | Eleven (11) years after maturity,<br>cancellation, transfer, redemption,<br>and/or replacement |
| Written Contracts  | Eleven (11) years  |
| Cancelled Warrants, Check Stubs,<br>Bank Statements, Bills, Invoices,<br>and Other Related Records | Five (5) years   |
| Recordings and Minutes of Closed Meetings  | One (1) year   |
| Program Grants   | As determined by the grant   |
| Nonpayroll Personnel Records   | Seven (7) years after leaving<br>District  |
| Payroll Personnel Records  | Three (3) years after leaving<br>District  |
| Employment applications  | Two (2) years  |
| Payroll Records  | Three (3) years  |
| School meal programs accounts/records  | Three (3) years after submission<br>of the final claim for reimbursement                       |
| Staff Email  | Five (5) years or as long as the<br>user retains the message,<br>whichever is greater          |

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 are maintained by the Chief Human Resources Officer, the building administrator, and the employee's immediate supervisor.

An inventory of the furniture, equipment, and other nonconsumable items other than real property of the school district is conducted annually under the supervision of the superintendent or designee.

A perpetual inventory is maintained on consumable property of the school district.

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. 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 are housed at the Education Service Center, or designated school district storage facility and will be retained permanently. These records will be maintained by the Director of Student Services. Special education records shall be maintained in accordance with law.

The Director of Student Services 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.

Legal Ref.: 7 C.F.R. § 210.23(c).  
Iowa Code §§ 22.3; 22.7; 91A.6; 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 Ref.: 212.0 Minutes  
506.3 Student Records Access  
704.31 Personnel Records

ADOPTED: 9/28/98  
1/10/05  
9/28/09  
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9/11/23  
10/14/24

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