

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 Against the School District	Twenty (20) years
Bonds and Bond Coupons	Eleven (11) years after maturity, cancellation, transfer, redemption, and/or replacement
Written Contracts	Eleven (11) years
Cancelled Warrants, Check Stubs, Bank Statements, Bills, Invoices, 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 District
Payroll Personnel Records	Three (3) years after leaving District
Employment applications	Two (2) years
Payroll Records	Three (3) years
School meal programs accounts/records	Three (3) years after submission of the final claim for reimbursement
Staff Email	Five (5) years or as long as the user retains the message, 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

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