

## 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 and board secretary as custodian of district records, or their designee to oversee the maintenance and accuracy of the records. The following records are kept and preserved according to the school below:

- Secretary's financial records.....Permanently
- Treasurer's financial records.....Permanently
- Open Meeting Minutes of the Board of Directors..... Permanently
- Annual audit reports..... Permanently
- Annual budget.....Permanently
- Permanent record of individual pupil..... Permanently
- School election results-----Permanently
- Real property records (deeds, abstracts) -----Permanently
- Records of payment of judgements against the school district.....20 years
- Bonds and bond coupons.....11 years after maturity, cancellation, transfer, redemption, and/or replacement
- Written Contracts..... 11 years
- Canceled warrants, check stubs, bank statements, bills, invoices, and related records.....5 years
- Recordings and minutes of closed meeting.....1 year
- Program grants.....As determined by the grant
- Non-payroll personal records.....7 years after leaving the district
- Payroll Personal Records.....3 years after leaving the district
- Employment Applications-----2 years
- Payroll records.....3 years
- School meal programs accounts/records-----3 years after submission of the final claim reimbursement.
- Records of complaints of sex discrimination, and conduct that reasonably may constitute sex discrimination, plus all responsive records and outcomes and training materials on this topic....7 years

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 superintendent, the building administrator, the employee's immediate supervisor, and the custodian of the district 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 the school district are housed in the respective offices of the attendance center where the student attends. Permanent records must be housed in a fireproof vault/safe or electronically with a secure backup file. The building administrator is responsible for keeping these records current. Permanent records of students who have graduated or are no longer enrolled in the school

district are housed in the Business Office and will be retained permanently. These records will be maintained by the secretaries and principal of district records. Special education records shall be maintained in accordance with law.

To the extent allowed by law the custodian of district records or their designee may digitize or otherwise electronically retain school district records and may destroy paper copies of the records. Necessary records related to the Child Nutrition Program must be retained in their original form during the retention period. 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.

*Note: Most of the time limits listed in this policy are legal requirements. Where the law is silent, best practice time limits have been developed. Prior to changing any of the time limits listed, it is recommended that local counsel be contacted.*

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; 91a6; 279.8 (2011).  
281 I.A.C. 12.3(4).

Cross Reference: 206.3 Secretary [or Secretary-Treasurer]  
215 Board of Directors' Records  
401.5 Employee Records  
506 Student Records  
901 Public Examination of School District Records

Approved: \_\_\_\_\_ Reviewed: January 16, 2017 Revised: July 13, 2026