

Care, Maintenance and Disposal of District Records

District Records shall be housed in a secure location at the appropriate offices at the Educational Leadership and Support Center, schools, and departments. It will be the responsibility of the Superintendent/designee, Board Secretary, and each division or building administrator to oversee the maintenance and accuracy of these Records. The following Records, including those in electronic format, will be safeguarded and accessible according to the schedule below:

Board of Directors Records

Secretary's Financial Records	Permanently
Treasurer's Financial Records	Permanently
School Election Results	Permanently
Minutes of Board of Directors Open Meetings	Permanently
Recordings and Minutes of Board of Directors Closed Session Meetings	1 year

District Financial Records

Annual Audit Reports	Permanently
Annual Budget	Permanently
Records of Payments of judgment against the District	20 years
Bonds and Bond Coupons	11 years
Written Contracts between the District and outside groups	10 years
Federal Project/Program Files	5 years after completion of activity for which funds used
Canceled warrants, check stubs, bank statements, bills, invoices and supporting Records	5 years
School Meal Programs Accounts/Records	3 years after submission of the final claim
Program Grants	As determined by the grant

District Real Estate Records

Real Property Records (e.g., deeds, abstracts)	Permanently
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Student Records

Permanent Record of individual students	Permanently
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Employee Records

Employee Tax Records	5 years
Employee I-9 Records	Later of 3 years after hire or 1 year after termination
Employee Payroll and Salary Records	3 years after payment
Employee Records, except payroll and salary Records	2 years after termination of employment
Employment Applicant Records	1 year after position is filled

**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.*

The official Personnel Records shall be housed in the Human Resources Office at the Educational Leadership and Support Center. These Records will be maintained by the Superintendent/designee and the Board Secretary. These Records will contain necessary employee personnel information.

The permanent Records of students currently enrolled in the District are housed in the administrative office of the attendance center where the student attends. The building administrator is responsible for keeping these Records current. Permanent Records of students who have graduated or are no longer enrolled in the District are housed in the Educational Leadership and Support Center and will be retained permanently. These Records will be maintained by the Superintendent/designee - Office of Learning and Leadership – consistent with the requirements under the law. Records related to special education services provided to students shall be maintained in accordance with law.

The Superintendent/designee and Board Secretary may convert District Records to an electronic format and may destroy paper copies of the Records once converted. A properly authenticated electronic reproduction of a paper Record meets the same legal requirements as the original Record.

Legal Reference:

Iowa Code §§ 21.3, 21.5, 22.3, 22.7; 91A.6; 279.8, 291.6; 554D.114; 554D.119; 614.1.
281 I.A.C. 12.3(1), 12.3(4); 41.624.
7 C.F.R. § 210.23(c); 29 C.F.R. §§ 1603.14, 1603.16, 1603.31.
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).

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