

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 to oversee the maintenance and accuracy of the records. The following records are kept and preserved according to the schedule below:

- Secretary's financial records Permanently
- Treasurer's financial records Permanently
- Open 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 (e.g., deeds, abstracts) Permanently
- Records of payment of judgments against
the school district 20 years
- Bonds and bond coupons 11 years after maturity,
cancellation, transfer, redemption, and/or replacement
- Written contracts 10 years
- Cancelled warrants, check stubs, bank
statements, bills, invoices, and
related records 5 years
- Recordings of closed meetings 1 year
- Program grants As determined by the
grant
- Nonpayroll personnel records 10 year after leaving district
- Payroll records 3 years
- School meal programs accounts/records 3 years after submission of
the final claim for reimbursement

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 board secretary.

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. 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 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 in the vault located at 600 West Bluff Street, Cherokee Iowa. These records will be maintained by the superintendent.

Approved _____ Reviewed 8/17/15, 1/15/18, 12/21/20, 3/18/24 Revised 12/21/20

CARE, MAINTENANCE AND DISPOSAL OF SCHOOL DISTRICT RECORDS

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; 91a.6; 279.8 (2007).
281 I.A.C. 12.3(6).

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