

Board Policy Document

BUSINESS PROCEDURE

Series 800

Policy Title: Care, Maintenance, and Disposal of District Records

Code Number: 808.1

It shall be the responsibility of the Superintendent to oversee the maintenance and accuracy of the District records. The following records shall be kept and preserved according to the schedule below:

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| • Secretary's Financial Records | Permanently |
| • Treasurer's Financial Records | Permanently |
| • Minutes of the Board of Directors | Permanently |
| • Annual Audit Reports | Permanently |
| • Annual Budget | Permanently |
| • Permanent Record of Individual Pupil | Permanently |
| • Records of Payment of Judgments
Against the School District | Twenty Years |
| • Bonds and Bond Coupons | Ten Years |
| • Written Contracts | Ten Years |
| • Canceled Warrants, Check Stubs,
Bank Statements, Bills, Invoices, and
Related Records | Five Years |
| • Recordings of Closed Meetings | One Year after the
statute of limitations
expires on any legal action |
| • Program Grants | As Determined by the Grant |
| • Non-payroll Personnel Records | Seven Years |
| • Payroll Records | Three Years |

First Adoption: March 14, 1989

Revision Adoption: April 22, 1997/October 10, 2000

Legal Reference: Iowa Code §§22.3, .7; 279.8, .15, .16; 304 (1995)

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Employees' records shall be housed in the central administration office of the District. The employees' records shall be maintained under the supervision of the Human Resources Director.

An inventory of the real property, furniture, equipment, and other non-consumable items of the District shall be maintained under the supervision of the Director of Finance.

A perpetual inventory shall be maintained on consumable property of the District under the supervision of the Director of Finance.

The permanent records of students currently enrolled in the district shall be housed in the administrative office of the attendance center where the student attends. Permanent records must be housed in a fireproof vault. The building administrator shall be responsible for keeping these records current.

The District may microfilm or use electronic media to store District records and may destroy paper copies of the records if they are more than three years old. A properly authenticated reproduction record meets the same legal requirements as the original record.