

CARE, MAINTENANCE AND DISPOSAL OF SCHOOL DISTRICT RECORDS

School district records shall be housed in the central administration office of the school district. It is the responsibility of the superintendent and board secretary 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
* <u>Open meeting</u> , 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 <u>and minutes</u> of closed meetings	1 year
* Program grants	as determined by the grant
* Nonpayroll personnel records	10 years after leaving district
* Employment applications	2 years
* 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 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.

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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 shall be housed in a fire resistant safe or vault 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 high school vault and will be retained permanently. These records will be maintained by the superintendent. Special education records shall be maintained in accordance with law.

The superintendent may digitize or otherwise electronically retain school 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 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; 279.8, .15, .16; 304 (1995).
281. I.A.C. 12.3(4); 41.624
Iowa Code ** 22.3; 22.7; 91A.6; 279.8; 291.6; 554D.114; 554D.119;
614.1(13)
7C.F.R. *210.23(c)

Cross Reference: 206.3 Secretary
215. Board of Directors' Records
5. Employee Records
506. Student Records
901. Public Examination of School District Records

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CLAYTON RIDGE CSD POLICY MANUAL