School District records shall be housed in the administrative offices of the School District. It shall be the responsibility of the Board Secretary to oversee the maintenance and accuracy of the records. The following records shall be kept and preserved according to the schedule below:

- Secretaries Financial Records: Permanently
- Treasurers Financial Records: Permanently
- Minutes of the Board: Permanently
- Recordings of the Closed meetings: 1 year
- Annual Audit Reports: Permanently
- Annual Budgets: Permanently
- Permanent Record of Individual Pupil: Permanently
- Records of Payments of Judgments: 20 years
- Against The School District
- Bonds and Bond Coupons After Maturity: 10 years
- Written Contracts: 10 years
- Canceled Warrants, Check Stubs, Bank Statements, Bills, Invoices, and Related Records: 5 years
- Program Grants: As determined by the Grant

Personnel records shall be housed in the administrative office of the School District. The personnel records shall be maintained by the Superintendent, Principal, and Board Secretary.
An inventory of the furniture, equipment, and other non-consumable items other than real property of the school district shall be conducted annually under the supervision of the Superintendent. This report shall be filed with the Board Secretary. A perpetual inventory shall be maintained on consumable property of the school district.

The permanent and cumulative records of students currently enrolled in the school district shall be housed in the administrative office of the attendance center where the student attends. The building principal shall be responsible for keeping these records current. Records of students who have graduated or are no longer enrolled in the district shall be housed in the Central Office. These records will be maintained by the Board Secretary.

Date of Adoption: Legal Reference: (Code of Iowa)

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Related Administrative Rules and Regulations: ________________________________