

DATA OR RECORDS RETENTION

School district records shall be housed in the central administration office of the school district. It shall be the responsibility of the superintendent to oversee the maintenance and accuracy of the records. The following records shall be kept and preserved at a minimum according to the schedule below:

- | | |
|---|-------------------------------|
| • Secretary's financial records | Permanently |
| • Treasurer's financial records | Permanently |
| • Minutes of the Board of Education | Permanently |
| • Annual audit reports | Permanently |
| • Annual budget | Permanently |
| • Permanent record of individual pupil | Permanently |
| • Records of payment of judgments against the school district | 20 years |
| • Bonds and bond coupons | 10 years |
| • Written contracts | 10 years |
| • Cancelled warrants, check stubs, bank statements, bills,
invoices, inventories and related records | 5 years |
| • Program grants | As determined by the
grant |
| • Nonpayroll personnel records | 7 years |
| • Payroll records | 3 years |

Employees' records shall be housed in the central administration office of the school district. The employees' records shall be maintained by the superintendent, the building administrator and the employee's immediate supervisor.

The permanent and cumulative records of students currently enrolled in the school district shall be housed where they can be maintained securely and efficiently for the district's needs.

Records of students who have graduated or are no longer enrolled in the school district shall be housed in the walk in safe .

The superintendent may store school district records electronically or on microfilm or microfiche and may destroy paper copies of the records if they are more than three years old. A properly authenticated reproduction of a microfilmed or electronic record meets the same legal requirements as the original record.

Cross Reference: 203.04 Secretary
 204.11 Meeting Minutes
 402.06 Employee Records
 507 Student Records
 1003 Public Examination of District Records

Revised: June 8, 2009