

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 according to the schedule below:

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	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..

The superintendent may store any or all school district records electronically.

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

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