

Policy 708: Care, Maintenance and Disposal of School District Records

Status: ADOPTED

Original Adopted Date: 06/01/1989 | **Last Revised Date:** 06/10/2025 | **Last Reviewed Date:** 06/10/2025

School District records shall be housed in the central administration office of the District. It shall be the responsibility of the Superintendent and board secretary as custodian of district records, or their designee 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 |
| • Open Meeting 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 |
| • Cumulative record of individual pupil | 3 years beyond scheduled graduation date |
| • Records of payment of judgments against the District | 20 years |
| • Bonds and bond coupons redemption, and/or placement | 11 years after maturity, cancellation, transfer, redemption, and/or replacement |
| • Written contracts | 11 years |
| • Cancelled warrants, check stubs, bank statements, bills, invoices and related records | 5 years |
| • Recordings of closed meetings | 1 year |
| • Program grants | As determined by the grant |
| • Non-payroll personnel records | 7 years after leaving district |
| • Payroll personnel records | 3 years after leaving the district |
| • Employment Applications | 2 years |
| • Payroll records | 3 years |

- School meal programs accounts/records
3 years after submission of the final claim for reimbursement
- Records of complaints of sex discrimination, and conduct that reasonably may constitute sex discrimination, plus all responsive records and outcomes and training materials on this topic.
7 years

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.

Employee records shall be housed in the central administration office of the District. The employee records shall be maintained by the Superintendent, the building administrator, the employee's immediate supervisor, and the custodian of district records.

An inventory of the furniture, equipment, and other non-consumable items other than real property of the District shall be conducted annually under the supervision of the Superintendent. This report shall be filed with the board secretary.

Internal controls and tracking of inventory shall be maintained on consumable property of the District.

The permanent and cumulative records of students currently enrolled in the District shall be housed in the central administration office of the attendance center where the student attends. Permanent records must be housed in a fireproof vault or electronically with a secure backup file.

The building administrator 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 each educational building. These records will be maintained by the custodian of district records. Special education records shall be maintained in accordance with law.

The custodian of district records or their designee may digitize or otherwise electronically retain school district records and may destroy paper copies of the records if they are more than three years old. 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 as the original record.
