

Policy Title: ***Preservation of School District Records***

Code No. ***805.1***

School district records shall be kept and preserved according to the schedule below:

Permanently

Articles of Incorporation	Legal Cases
Attendance Records	Local Education Agency – Certified Annual Report
Audit Reports	Non-payroll personnel records
Board Minutes & Monthly Bills Lists	Oath of Office for Board Members
Bond & Coupon Register	Resignations & Reasons for Termination
Budgets (Certified)	Student Accident Reports (Challenged in court)
Certified enrollment	Student Records
Easements & Deeds	Transportation Reports
FICA & IPERS Reports	Treasurer’s Annual Reports
Individual Payroll Records	Union/Association Master Contracts

Twenty Years

Payment of Judgments Against School District
Workers Compensation Injury Report
Student Accident Reports

Ten Years

Bonds and Coupons (Paid)	Iowa School Joint Investment Trust (ISJIT)
Employee Contracts	
Construction Contracts & Files	

Five Years

Affidavits of Publication	Invoices (Paid)
Bank Statements & Cancelled Checks	Investment Records
Budget Estimate Worksheets	Iowa Workforce Reports
EEO-5 Reports	Receipt Copies
Federal Program Files	Sales Tax Refund Claims
Flexible Spending Account Enroll. Forms	Secretary’s Monthly Financial Reports
Fixed Asset Addition & Deletion Cards	Tuition Applications
Food Service Financial Reports	Unemployment Claims
Free and Reduced Lunch Applications	Vandalism Reports
Fuel Tax Refund Claims	Vehicle List Updates
Insurance Policies including fidelity bonds of officials	
Nursing Daily Log and Medication Administration Records	
W-2, W-3, W-4, 941 and 1099 Forms	

Three Years

Administrative Council Minutes	Garnishment Records
Bid Files	Iowa Child Labor Forms (Work Permits)
Cabinet Minutes	Nomination Papers
Citizen Petitions	Rental Contracts
Elementary Field Trip Permission Slips Signed by Parents	

Two Years

Annual Requisitions	Time Sheets
Board Agenda	Field Trip Requests
Work Orders & Supply Requisitions	Bus Pre-Trip Inspection Forms
Employment Applications	

One Year

Minutes & Audio Recordings of Closed Session Board Meetings

Six Months

All (staff, student, and Board of Education) electronic communications (email)

Miscellaneous

Board policies – retained until superseded with new policy
Enrollment for insurance, direct deposit – as long as current
Maintenance & Warranty Agreements – life of agreement
Property Accounting Printouts – destroy when superseded by new one
Sick Leave Bank Forms–destroy when superseded by new one
Underground Storage Tank Level Sensor Records – keep one year after life of tank
I-9 Minimum of three years or one year following termination of Employment

Appropriate school officials are authorized to destroy school records when school district records have been preserved in accordance with the above schedule.

Date of Adoption: April 28, 1980

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