

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

Annual Statistical Reports	FICA & IPERS Reports
Applications of those hired	Individual Payroll Records
Articles of Incorporation	Legal Cases
Attendance Records	Local Education Agency – Certified Annual Report
Audit Reports	Oath of Office for Board Members
Board Minutes & Monthly Bills Lists	Resignations & Reasons for Termination
Bond & Coupon Register	Student Accident Reports (Challenged in court)
Budgets (Certified)	Student Records
Certified enrollment	Transportation Reports
Easements & Deeds	Treasurer's Annual Reports
Employee Record summary	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 Schools Cash Anticipation Program (ISCAP)
Check Registers/Vendor Checks	Iowa School Joint Investment Trust (ISJIT)
Employee Contracts	
Construction Contracts & Files	

Five Years

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

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	

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Two Year

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

One Year

Minutes & Audio Recordings of Closed Session Board Meetings
All (staff, student and Board of Education) electronic communications (email)

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
Job Applications – minimum one year
Maintenance & Warranty Agreements – life of agreement
Property Accounting Printouts – destroy when superseded by new one
Savings Bond Forms, Sick Leave Bank Forms, Union due 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.

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