

Policy No.: 804.02
Approved: 5/10/2004
Reviewed: 2/18/2016

DATA OR RECORDS RETENTION

School district records shall be housed in the 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
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• 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 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 in the central administration office of the attendance center where the student attends. Permanent records must be housed in a fireproof vault.

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

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

Cross Reference: Secretary
Meeting Minutes
Employee Records
Student Records
Public Examination of District Records