

School district records shall be housed in the central administration offices of the school district. It shall be the responsibility of the board secretary to oversee the maintenance and accuracy of the records. The following records shall be kept and preserved, according to the schedule below:

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| • 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, and related records | 5 years |
| • Recordings of closed meetings, except if matters are in litigation. | 1 year |
| • Program grants | Determined by grant |
| • Non-payroll personnel records | 7 years |
| • Payroll records | 3 years |

Personnel records shall be housed in the central administration offices of the school district. Personnel records shall be maintained by the superintendent, principal, the employee's immediate supervisor, and the board secretary.

An inventory of the furniture, equipment, and other non-consumable items other than real property of the school district shall be conducted annually under the supervision of the superintendent. This report shall be filed with the board secretary. A perpetual inventory shall be maintained on consumable property of the school district.

The permanent and cumulative records of students currently enrolled in the school district shall be housed in the administrative office of the attendance center where the student attends. Permanent records must be housed in a fireproof vault. The building principal shall be responsible for keeping these records current. Records of students who have graduated or are no longer enrolled in the school district shall be housed in the central administration office. These records will be maintained by the board secretary.

The superintendent may electronically store and/or back-up or use any other reliable mass storage method to preserve school district records and may destroy paper copies of the records if they are more than three years old.

Date of Adoption: 1967

Reviewed and Amended: 4/24/89; 10/12/92; 9/95; 1/24/2000; 12/22/08; 2/24/14