

School district records shall be housed in the central administration offices of the school district. It shall be the responsibility of the board secretary, as the custodian of district records, 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 |
| • 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 |
| • Records of payment of judgments against the school district | 20 years |
| • Bonds and bond coupons | 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 and minutes of closed meetings, except if matters are in litigation. | 1 year |
| • Program grants | Determined by grant |
| • Non-payroll personnel records | 7 years after leaving |
| • Employment Applications | 2 years |
| • Payroll records | 3 years |
| • School Meal Programs Accounts/records | 3 years after submission of 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.

Employees' records shall be housed in the central administration offices of the school district. The employees' 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.

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 fire resistant safe or vault or electronically with a secure backup file. 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 district office and will be retained permanently. These records will be maintained by the board secretary. Special education records will be maintained in accordance with the law.

The board secretary 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. 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 for retention as the original paper record.

This is a mandatory policy.

Date of Adoption: 1967

Reviewed and Amended: 4/24/89; 10/12/92; 9/95; 1/24/2000; 12/22/08; 2/24/14; 10/28/19; 6/26/23; 7/28/25