

## DATA OR RECORDS RETENTION

School district records shall be housed in the central administration 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 at a minimum according to the schedule below:

- |   |                               |
|---|-------------------------------|
| • Secretary's financial records   | Permanently                   |
| • Treasurer's financial records   | Permanently                   |
| • Minutes of the Board of Education   | 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,<br>invoices, inventories and related records | 5 years                       |
| • Program grants  | As determined by the<br>grant |
| • Nonpayroll personnel records  | 7 years                       |
| • Payroll records   | 3 years                       |

Employees' records shall be housed in the central administration 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 where they can be maintained securely and efficiently for the district's needs.

The superintendent may store any or all school district records electronically.

Cross Reference:     203.04 Secretary  
                           204.11 Meeting Minutes  
                           402.06 Employee Records  
                           507     Student Records  
                           1003   Public Examination of District Records

Adopted- 3/18

Reviewed-

Revised-