

DISTRICT RECORDS

1 Iowa law makes no particular reference to the retention of School District records 1
 2 except that a Board is authorized to make rules and regulations for the care of 2
 3 school property (279.8). The Statute of Limitations (Chapter 614) and the Iowa 3
 4 Municipal Record Manual, 1982, are the basis for the following suggestions. It is 4
 5 also suggested that a District explore the economics of microfilming all permanent 5
 6 records. In each category of records, the lawful custodian is indicated in 6
 7 parenthesis. 7

8 **Board Records (Secretary)** 8

- 9 . The official minutes of the Board, including resolutions, should be 9
 10 retained permanently. 10
- 11 . Board meeting agendas should be retained 2 years. 11
- 12 . Detailed minutes and audio tapes of closed sessions should be 12
 13 retained at least 1 year beyond the date of the meeting. 13
- 14 . A copy of the Board Policies should be retained until superseded. 14
- 15 . Oaths of Office should be retained permanently with the minutes. 15
- 16 . Fidelity bonds of officials should be retained 5 years after expiration. 16
- 17 . Bids accepted should be retained for 5 years. 17
- 18 . Bids rejected should be retained for 1 year beyond audit. 18
- 19 . Citizen petitions should be retained 3 years after close of issues. 19
- 20 . Articles of Incorporation should be retained permanently. 20
- 21 . Records of patents, copyrights, trademarks, etc. should be 21
 retained permanently.

1	Correspondence (Secretary)	1
2	· Financial correspondence should be retained 5 years.	2
3	· Personnel correspondence should be retained 7 years	3
4	after termination (Superintendent or designee).	4
5	· Credit and collection correspondence should be retained 7 years.	5
6	· General correspondence should be retained 3 years or as	6
7	long as administratively useful or of historical value.	7
8	Financial Reports and Records (Secretary)	8
9	· The Secretary's and Treasurer's financial accounting records should	9
10	be retained permanently (general ledger, annual financial report,	10
11	CAR).	11
12	· Disbursement journals/register, receipt journals/register, check register	12
13	general journals, and bank statements should be retained 10 years.	13
14	· Canceled warrants, check stubs, bills, invoices, receipts, purchase	14
15	orders, requisitions, petty cash vouchers, cost accounting	15
16	computations,	16
17	investment records, and bank reconciliations should be retained	17
18	5 years.	18
19	· Records and reports regarding uncollectible accounts should be retained	19
20	10 years.	20
21	· Interim financial reports should be retained 5 years.	21
22	· Claims for sales tax or fuel tax refunds should be retained 5 years.	22
23	Also licensed distributors, dealers and users must retain for 3 years	23
24	copies of bills of lading or manifests, purchase invoices, copies of	24
25	sales invoices, exemption certificates, purchase records, sales	25
26	records, copies of reports filed with the Department of Revenue,	26
27	Iowa export schedules, copies of credit memos, and cancelled	27
	checks and cash register.	

1	· Audits should be retained permanently	1
2	Budget (Secretary)	2
3	· Budget estimates should be retained 5 years. However it is recommended	3
4	that a copy of the detailed budget be retained permanently for research purposes	4
5	· Final budget and certification summary should be retained permanently.	5
6	· Budget amendments should be retained permanently.	6
7	Fixed Asset Records (Secretary)	7
8	· Documents relating to fixed asset should be retained 5 years	8
9	beyond disposal of fixed asset.	9
10	· Fixed asset repair records should be retained 3 years.	10
11	· Inventories should be retained 5 years.	11
12	· Documents relating to real property transactions should be	12
13	retained permanently. (Includes such things as deeds, title	13
14	opinions, abstracts, appraisals, certificate of title, title insurance, condemnation	14
15	proceedings, easement and right of way agreements, plats and alterations of	15
16	blueprints and other structural plans or specifications, and annexation files.)	16
17	Legal Documents (Secretary)	17
18	· Written contracts should be retained for 10 years beyond the end of	18
19	the contract.	19
20	· Purchase or service agreements for equipment or supplies should	20
21	be retained 5 years after expiration.	21
22	· Record of payment of judgments against the district should be retained for 20 year	22
23	· Accidents on school property that are settled out of court should be retained	23
24	10 years after settlement.	24
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1	· Accidents on school property resulting in court decisions should be	1
2	retained permanently.	2
3	· Fire damage reports should be retained 5 years.	3
4	· Insurance policies should be retained 3 years after expiration.	4
5	· Special events permits and licenses should be retained 3 years.	5
6	Bond Issues (Secretary)	6
7	· Bond certificates should be retained 10 years after final	7
8	recall (or possibly permanently).	8
9	· Redeemed coupons should be stamped "paid" and retained for 10 years.	9
10	· Bond register should be retained permanently.	10
11	Student Records (Superintendent or designee)	11
12	· The individual permanent record of each student should be	12
13	permanently retained either in its original form or on microfilm.	13
14	Federal Programs (Superintendent or designee)	14
15	· Child nutrition records pertaining to participation, financial information,	15
16	and free and reduced-price meal applications must be retained for 3	16
17	years in addition to the current fiscal year. This is the federal fiscal	17
18	year, so it really is 4 years. Records of an unresolved audit must be	18
19	retained until the audit is resolved.	19
20	· JTPA contracts and claims should be retained 5 years.	20
21	· Asbestos medical records or records of licensure should be retained for	21
22	a minimum of 30 years.	22
23	· Generally, records related to federal aid should be retained 5 years if	23
24	audited. If there is non-compliance problem/questioned cost, the	24
25	records should be retained 3 years after settlement.	25

1	Affidavits of Publication (Secretary)	1
2	· Regarding budget, should be retained until audited or 5 years.	2
3	· Regarding bond, issues should be retained 5 years after final recall.	3
4	· Regarding other issues, should be retained 5 years.	4
5	Union/Association Records (Secretary)	5
6	· Negotiation records should be retained as long as administratively useful.	6
7	· Master contracts should be retained permanently.	7
8	· Case files should be retained 10 years.	8
9	Employee Accidents (Secretary)	9
10	· Employer reports should be retained 5 years.	10
11	· OSHA reports should be retained 5 years.	11
12	· Worker compensation reports should be retained 5 years after final	12
13	payment. However, if the case may result in future claims, the reports	13
14	should be retained 60 years.	14
15	Payroll (Secretary)	15
16	· Payroll journals should be retained 60 years.	16
17	· Supporting payroll documentation should be retained 5 years.	17
18	· W-2s, W-3s, W-4s, 941s, deposits, 1099s, 1096s should be retained 5	18
19	years.	19
20	· Iowa withholding reports, job service reports should be retained 5 years.	20
21	Personnel Records (Superintendent or designee)	21
22	· Job descriptions should be retained permanently.	22
23	· Applications and resumes of those hired should be retained 60 years.	23
24	· Applications and resumes of those not hired should be retained 3 years.	24
	· Results of tests/placements of those hired should be retained 60 years.	

1	· Employment contracts should be retained for 10 years after termination.	1
2	· Evaluations, continuing education records, employee medical exams	2
3	should be retained 60 years.	3
4	· Resignations and reasons for termination should be retained 60 years.	4
5	· IPERS claims should be retained 60 years.	5
6	· Unemployment claims should be retained 5 years.	6
7	· Garnishment records should be retained 3 years beyond closure.	7
8	· Enrollments for direct deposit, insurance, etc., should be retained as long	8
9	as current.	9
10	· Health insurance payments and claims should be retained 3 years.	10
11	· EEO-4 reports should be retained 4 years.	11
12	· EEO Plans should be retained as long as current.	12
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