

## SAYDEL COMMUNITY SCHOOL DISTRICT

### CARE, MAINTENANCE AND DISPOSAL OF SCHOOL DISTRICT RECORDS

School district records are housed in the central administration office of the school district. It is the responsibility of the Superintendent and Business Manager to oversee the maintenance and accuracy of the records. Records are kept and preserved according to the schedule contained in 708.R.

Employees' records are housed in the central administration office of the school district. The employees' records are maintained by the Superintendent, the Building Administrator, 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 is conducted annually under the supervision of the Superintendent (Business Manager). This report is filed with the Board Secretary.

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

The Superintendent may create electronic copies of district records and may destroy paper copies of the records if they are more than three years old. A properly authenticated reproduction of a record meets the same legal requirements as the original record.

**Legal Reference:** 7 C.F.R. § 210.23(c).  
 Iowa Code §§ 22.3; 22.7; 91A.6; 279.8; 291.6; 554D.114; 554D.119; 614.1(13).  
 281 I.A.C. 12.3(4); 41.624.  
*City of Sioux City v. Greater Sioux City Press Club*, 421 N.W.2d 895 (Iowa 1988).  
*City of Dubuque v. Telegraph Herald, Inc.*, 297 N.W.2d 523 (Iowa 1980).

**Cross Reference:** 206.3 Treasurer  
 206.4 Secretary  
 215 Board of Directors' Records  
 401.5 Employee Records  
 506 Student Records  
 901 Public Examination of School District Records

**Approved:** May 19, 1997

**Reviewed:** November 2017

**Revised:** December 2017