

Business Procedures and Non-Instructional Series

700 Series

PERSONNEL RECORDS

Code No. 708.2

All personnel records shall be kept and preserved by the secretary of the Board, and shall be housed in the administrative offices of the school district. The Board Secretary shall be the school board's authorized deputy of the records.

The secretary of the Board shall not be required to preserve personnel records permanently, but is authorized, after microfilming them, to destroy by burning or shredding any personnel records that have been in his/her custody for three years. A properly authenticated reproduction of any microfilm records meets the same legal requirements as the original record.

Legal Reference: Iowa Code Chapter 304; Sections 22.3; 279.15; 279.16
Attorney General's Rulings: 01/19/81, #81-1-4; 04/11/80; 05/16/79
Court Cases: City of Dubuque vs. Telegraph Herald, Inc.
Iowa Supreme Court 10/15/80

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