

Title: Public's Right to Know, Requests for Public Records and Records Retention

Public records of the Council Bluffs Community School District may be viewed by the public during the regular business hours of the administrative office of the District in accordance with the Iowa Open Records Law.

Persons may request copies of public records by telephone or in writing, including electronically. The District may require pre-payment of the costs prior to copy and mailing. Persons wanting copies may be assessed a reasonable fee for the copy.

Persons wanting compilation of information may be assessed a reasonable fee for the time of the employee to review and compile the requested information.

The District will make every effort to provide the public record requested at no cost other than copying costs for a record which takes less than thirty minutes to produce.

Costs for legal services utilized for the redaction or review of legally protected, confidential information may also be assessed to the individual requesting the records.

The release and/or viewing of students' records will be in accordance with Policy 520, Student Records. Other records defined by law as confidential shall only be viewed or copied in accordance with Board action or court order or as otherwise provided by law.

The Secretary shall be the custodian of the District and Board records. It shall be the responsibility of the Secretary to respond in a timely manner to requests to view and/or copy public records of the District.

According to the schedule below, District records shall be kept and preserved in either electronic or paper format and available at the administrative offices of the District and shall be the responsibility of the Board Secretary.

Board Secretary Records pursuant to Iowa Code Section 291.6:

- |  |             |
|--|-------------|
| ● Annual audit reports                               | Permanently |
| ● Financial records of the Board                     | Permanently |
| ● Annual budgets                                     | Permanently |
| ● Minutes of open meetings of the Board of Directors | Permanently |
| ● School election results                            | Permanently |

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- Real property records of the District Permanently

Other Related Records pursuant to Iowa Code 614.1 (6), (13)

- Payment of judgments against the District 20 years
- Bonds and bond payments after maturity, cancellation, transfer, redemption or replacement 11 years
- All written agreements to which the District is Party pursuant to Iowa Code 614.5 (5) 10 years
- Canceled warrants, check stubs, bank statement, bills, invoices and related record of the District 5 years

Personnel Records

- General personnel files of employees pursuant to Iowa Code 614.1 (5) Duration of employment plus 10 years
- Federal I-9 Reports Three years after date of hire or one year after the date employment ends, whichever is later.
- Employment application materials who apply but are not hired pursuant to Iowa Code 614.1(2) 2 years

Other Personnel Related Records

- Employee hazardous exposure and related medical records pursuant to 29 C.F.R. 1910.102(d) Duration of employment plus 30 years

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- Workers compensations claims and related information 2 years
- Family Medical Leave requests and records 3 years

Payroll Records

- General payroll records including timesheets, wages earned, deductions made for each employee 5 years
- Employment contracts or agreements 5 years
- Iowa Public Employment Retirement System Records Pursuant to 495 I.A. C 4.2(1)-(2) 60 years
- Results of school elections Permanently
- Permanent record of individual pupil Permanently
- Program grants As determined by the grant
- School meal program accounts/records 3 years after submission of final claim for reimbursement

Electronic Mail (email) Staff and Students

- Electronic mail staff (email) 1 year

It is the responsibility of the superintendent to ensure all records are maintained.

In the event that any federal or state agency requires that 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.

The permanent and cumulative records of students shall be housed according to Policy 520. Special education student records needed for accountability and audit purposes will be retained for at least five years after completion of the activity for which funds were used.

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The secretary is authorized to destroy paper records after the records have been properly microfilmed, microfiched, digitized, or otherwise electronically retained. 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.

Cross References:

Policy 520

Legal References:

Iowa Code Chapters 22, 91A.6, 279.8, 291.6, 554D.114, 554D.119, 614.1(2) (5) (6) (13), 615.5 (5), 281 Iowa Admin. Code 12.3(1), 12.3(4), 12.4(11), 41.624, 495 I.A.C. 4.2 (1)-(2), 7 CFR 210.23, 29 CFR 1910.102(d)

Approved: Apr. 25, 1989

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