

# GRAND ISLAND PUBLIC SCHOOLS

## 5523 DATA OR RECORDS RETENTION

The Grand Island Public Schools records shall be housed in the GIPS central office. It shall be the responsibility of the superintendent or designee 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, Invoices, inventories and related records	5 years
• Program grants	As determined by the grant
• Nonpayroll personnel records	7 years
• Payroll records	3 years
• Accounting email records	5 years
• Staff and Student email records	2 years
• Supt., Assoc. Supt. and Board Members email records	8 years

Employees' records shall be housed in the central administration office. The employees' records shall be maintained by the superintendent or designee, 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 the records can be maintained securely and efficiently for the district's needs.

Records of students who have graduated or are no longer enrolled in the school district shall be housed in the district student information system.

The superintendent or designee may store school district records electronically or on microfilm or microfiche and may destroy paper copies of the records if the records are more than three years old. A properly authenticated reproduction of a microfilmed or electronic record meets the same legal requirements as the original record.

Legal Reference: Neb. Statute § 79-539

Cross Reference: 2470 BOARD MINUTES  
4710 ELECTRONIC MESSAGING  
6260 PERSONNEL RECORDS  
8710 STUDENT FILES AND RECORDS

Policy Adopted: 2/7/77

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