

BUSINESS PROCEDURES

Records

Personnel Records

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.

Date of Adoption: 11-17-86

Date of Review: 10-2-90, 2-21-94, 01-20-97, 03-20-00, 06-16-03, 05-21-07

LEGAL REF: Iowa Code Chapters 17A, 304.8

Cross Reference: 436 Employee Records Regulation