

**Title:** **Administrative Record Retention**  
**Date of Current Version:** **February 2019**  
**Replaces Version:** **April 2012**

### **Background**

Administrative records are used to document, monitor, report, evaluate, and direct the programs and services offered at, and supported by, The Center.

### **Administrative Record Retention**

1. All accounting records shall be kept in accordance with policy set forth by the City of Iowa City.
2. Detailed and summary reports of year-to-date budget information is available on the City of Iowa City's financial database.
3. Financial records (e.g. tangible documents) that may be useful on a day-to-day basis shall be maintained on site for a period of one year past the end of the previous fiscal year, or longer if deemed useful.
4. Documents relating to the facility's history and all completed capital improvement projects shall be maintained at The Center or the City of Iowa City Engineering Division of Public Works.
5. The following documents shall be archived on the City of Iowa City file server or laserfische:
  - a. Senior Center Commission meeting packets and meeting minutes
  - b. Historic copies of The Post newsletter
  - c. Historic copies of the Senior Center Program Guide

### **Open Records**

1. The records of The Center, with very limited exception, are "open" records under Chapter 22 of the Iowa Code and are available to members of the public for any reason. The City Council has adopted an open records policy that is available on the City of Iowa City website. Additionally, there is an online request procedure on the Iowa City website, but as the Council policy provides, records can also be requested in person, on the telephone, and by letter.

### **Administration**

The Center coordinator or designee is the custodian of the records of The Center and is responsible for the timely retrieval, review, reporting, and management of recorded information.

Approved by the Senior Center Commission on: February 21, 2019