

MANAGEMENT SUPPORT

Risk Management

PROPERTY AND DATA MANAGEMENT

Data Management

The superintendent is authorized to enter into a contract with the Washington School Information Processing Cooperative to purchase a student information system, equipment, networking and software to expand the current K-12 education statewide network. The Board will review the data management program annually.

Property Records

Property records and inventory records will be maintained on all land, buildings and personal property under the control of the district.

Property purchased in whole or in part with federal funds will be inventoried at least every two years. The inventory will include the serial number of the item, its cost and the percentage of federal funds used to purchase it.

Small attractive items (computers, printers, projectors, video cassette recorders, tools, etc.) will be inventoried annually and will be signed out to staff. Sign-out records will also be maintained.

At the end of each school year each teacher will inventory the property items in his or her classroom. A randomly selected ten percent of those inventories will be audited by an employee of the business office.

For purposes of this policy, "equipment" will mean a unit of furniture or furnishings, an instrument, a machine, an apparatus or a set of articles which retains its shape and appearance with use, is nonexpendable, and does not lose its identity when incorporated into a more complex unit. Property records of facilities will be maintained on an ongoing basis. No equipment will be removed for personal or non-school use. Property records will show, as appropriate to the item recorded, the:

- A. Description and identification
- B. A serial number or other identification number (equipment may be identified with a permanent tag that provides appropriate district and equipment identification)
- C. Source of property
- D. Who holds title
- E. Manufacturer
- F. Year of purchase
- G. Initial cost
- H. Percentage of federal participation in the cost of the property
- I. Location
- J. Condition and depreciation

- K. Current valuation in conformity with insurance requirements, and
- L. Disposition data including date of disposal and sale price of the property.

Electronic Records

Electronic records (including e-mail and web content) created and received by the district in the transaction of public business are public records for the purposes of RCW 40.14 and will be managed consistent with all of the laws and regulations governing the retention disclosure, destruction and archiving of public records. The district will manage electronic records according to the same provisions as paper documents as set forth in the records retention schedules. Electronic records will be retained in electronic format and remain usable, searchable, retrievable and authentic for the length of the designated retention period. The district will retain electronic records designated as archival in the original format along with the hardware and software required to read the data, unless the data has been successfully migrated to a new system. (The district will retain records in compliance with the General Records Retention Schedule for School Districts and Educational Service Districts in Washington State found at: www.sos.wa.gov/archives/recordsretentionschedules.aspx.)

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| Cross References: | Policy 3231 | Student Records |
| | Policy 4040 | Public Access to School District Records |
| | Policy 6801 | Fixed Assets |
| | Policy 6955 | Maintenance of Records |
| Legal References: | RCW 40.14 | Preservation and Destruction of Public Records |
| | RCW 40.14.010 | Definition and classification of public records |
| | RCW 42.56.070-080 | Public Records Act – Documents and indexes to be made public; Facilities for copying – Availability of public records |
| | 34 C.F.S. § 80.32 | Uniform Administrative requirements for grants and cooperative agreements to state and local governments – Equipment |
| | 34 C.F.R. § 80.32 | Uniform administrative requirements for grants and cooperative agreements to state and local governments – Equipment |
| Management Resources: | <i>Policy News</i> , April 2006 | Fixed Assets |
| | <i>Policy News</i> , April 2005 | Records Retention Schedule Updated |

Date: 1/25/99; 11/24/03; 1/24/11; 1/18/18.