

DATA AND RECORDS MANAGEMENT

Data Management

The superintendent or designee is authorized to enter into a contract with the ~~Data-Washington School Information Processing Cooperative of ESD-112(WSIPC)~~ to purchase ~~data-processing services-a student information system, equipment, networking, and software to expand the current K-12 education statewide network.~~ The board ~~shall~~will review the data management program ~~periodically~~annually.

Property Records Management and Retention

~~The district recognizes the importance of public records as the record of the acts of the district and the repository of such information. The public has the right under law to inspect and procure copies of such records with certain exceptions. The public records of the district shall mean any account, voucher or contract dealing with the receipt or disbursement of funds; with acquisition, use or disposal of services or of supplies, materials, equipment or other property; or with any minutes, orders or decisions fixing the personal or property rights, privileges, immunities, duties or obligations of any person or group.~~

~~The superintendent shall develop procedures to implement this policy which shall conform to law; require as a minimum the permanent safeguarding of board minutes, annual audit reports and permanent student records; and require retention of all fiscal records required for audits. The superintendent shall designate a staff member to serve as district records officer.~~

~~Records may be destroyed when authorized by the Records Management Manual and for General Records Retention Schedules for School Districts in the State of Washington provided by the Office of Secretary of State, Division of Archives and Records Management.~~

Property Records

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

Property purchased in whole or in part with federal funds ~~shall~~will be inventoried at least every two years. ~~The inventory shall~~will include the serial number of the item, its cost and the percentage of federal funds used to purchase it. ~~Property records of facilities will be maintained on an ongoing basis.~~

Small attractive items (e.g., computers, printers, projectors, or other electronic devices) will be inventoried by the tech department, and assigned to a specific location (for static devices) or to an individual staff member (for mobile devices) within the district's authorized digital inventory system. At the end of each school year, each ~~teacher shall~~staff member will inventory the ~~non-tech property~~ items in his or her classroom using the provided online inventory system. ~~A list of~~

~~small and attractive items shall be maintained. The business manager will, on occasion, audit inventory.~~

For purposes of this policy, ~~"equipment" shall~~ 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 ~~non~~ non ~~expendable~~ nonexpendable, and does not lose its identity when incorporated into a more complex unit. ~~Property records of facilities shall be maintained on an ongoing basis.~~

No equipment ~~shall~~ will be removed for personal or non-school use.

Property records ~~shall~~ will show, as appropriate to ~~the~~ each item recorded, the:

~~A. following:~~

- A. Description ~~and~~ of the property;
- B. ~~A serial number or other identification;~~
~~B. number (equipment~~ Manufacturer;
C. ~~Location;~~ and
D. ~~Condition~~

~~Equipment~~ may be identified with a permanent tag that provides appropriate district and equipment identification:

~~Cross reference: Board policy 3600 Student Records 4340 Public Access to School District Records 6955 Maintenance of Records Legal References: RCW 40.14 Preservation and Destruction of Public Records 42.17.250-);~~

- 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

Disposition data including date of disposal and sale price of the property.

L. _____ through 340 _____ Public Records
_____ 40.14.010 _____ Definition of public records

_____ WAC 414-24-050 _____ General schedule may be adopted

Legal References:

- [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.R. 80.32](#)Uniform administrative requirements for grants and cooperative agreements to state and local governments - Equipment
- [School Districts and Educational Service Districts Records Retention Schedule](#)

Management Resources:

- [2010 - February Issue](#)
- [Policy News, April 2006 Fixed Assets](#)
- [Policy News, April 2005 Records Retention Schedule Updated](#)

Cross References:

- [6955 - Maintenance of Facilities Records](#)
- [6801 - Capital Assets Theft-Sensitive Assets](#)
- [4040 - Public Access to District Records](#)
- [3231 - Student Records](#)

Adoption Date: January 2, 2002
Woodland School District #404