

MAINTENANCE OF RECORDS

The maintenance of adequate records is vitally important to the future facilities operation and maintenance program within the district, and to the resolution of any disputes that may arise regarding a construction project.

The superintendent ~~shall~~or designee will keep ~~all~~relevant reports, documents, and plans as they relate to an existing or proposed project. The records ~~shall~~will include copies of ~~all~~relevant correspondence relating to the project. The superintendent ~~shall~~or designee will require from the architect, engineer, contractor, or other parties at least the following, as they become available:

~~A. _____~~

~~A. Inspection ~~and~~, progress, and compliance reports;~~

~~B. _____~~

~~B. Results from tests of material quality and composition, etc.;~~

~~C. _____;~~

~~C. Drawings ~~of~~, plans, specifications, estimates, as-built documents, and maintenance manuals for buildings and sites;~~

~~D. _____~~

~~D. Conveyance records, title ~~search~~searches, bond issuance records, ~~any~~permits, licenses, and legal documents issued or executed pursuant to the project;~~

~~E. _____~~

~~E. Guarantees and warranties; and~~

~~F. _____~~

~~F. Other papers~~documents~~ relevant to the project, such as ~~the record of~~ board resolutions, and change orders.~~

~~Legal References: _____ RCW _____ 39.04~~

~~.020 _____ Plans and specifications _____ Estimates _____~~

~~_____ Publications _____ Emergenci~~

~~_____ es~~

~~_____ 39.04.040 _____ Work to be executed according to
plans _____ Supplemental plans~~

~~_____ 39.04.070 _____ Account and record of cost~~

~~_____ 39.04.080 _____ Certified copy to be filed _____ Engineers'~~

~~certificate~~

~~39.04.100~~

~~Records open to public inspection-~~

~~Certified copies~~

RCW 39.04.020Plans and specifications - Estimates - Publications - Emergencies

- RCW 39.04.040Work to be executed according to plans - Supplemental plans
- RCW 39.04.070Account and record of cost
- RCW 39.04.080Certified copy to be filed - Engineers' certificate
- RCW 39.04.100Records open to public inspection - Certified copies

Cross References:

- 6570 - Property and Data Management

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