

## **DATA AND RECORDS MANAGEMENT**

### **Data Management**

The superintendent or designee is authorized to enter into a contract with the Washington School Information Processing Cooperative (WSIPC) 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. 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 staff member will inventory the non-tech items in his or her classroom using the provided online inventory system.

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.

No equipment will be removed for personal or non-school use. Property records will show, as appropriate to each item recorded, the following:

- A. Description of the property;
- 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

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

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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

Cross References:	Board Policy 6955	Maintenance of Facilities Records
	Board Policy 6801	Capital Assets, Theft-Sensitive Assets
	Board Policy 4040	Public Access to District Records
	Board Policy 3231	Student Records

Management Resources:	2010-February Issue
	Policy News, April 2006 Fixed Assets
	Policy News, April 2005 Records Retention Schedule Updates

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