

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

- A. Inspection, progress, and compliance reports;
- B. Results from tests of material quality and composition;
- C. Drawings, plans, specifications, estimates, as-built documents, and maintenance manuals for buildings and sites;
- D. Conveyance records, title searches, bond issuance records, and permits, licenses, and legal documents issued or executed pursuant to the project;
- E. Guarantees and warranties; and
- F. Other documents relevant to the project, such as board resolutions and change orders.

---

Legal References:	RCW 39.04.020	Plans and specifications - Estimates - Publications - Emergencies
	RCW 39.04.040	RCW 39.04.040 Work to be executed according to plans - Supplemental plans
	RCW 39.04.070	Account and record of cost
	RCW 39.04.080	Certified copy to be filed - Engineers' certificate
	RCW 39.04.100	Records open to public inspection - Certified copies

Cross References:	Board Policy 6570	Property and Data Management
-------------------	-------------------	------------------------------

Revision Date: 5/28/2026  
Adoption Date: January 2, 2002  
Woodland School District #404