

## **PROPERTY, DATA AND RECORDS 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.

### **Records Management and Retention**

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 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 his/her administrative assistant to serve as district records officer.

Records may be destroyed when authorized by the General Records Retention Schedule and Destruction Authorization provided by the Office of Secretary of State, Division of Archives and Records Management.

### **Property Records**

Property records and inventory records shall be maintained on all land and buildings of the district. Purchase of a piece of equipment costing over \$5,000 shall be capitalized and an inventory record kept. If federal funds were used the amount and source of federal money will be recorded.

Cross Reference:	Board Policy 3231	Student Records
	Board Policy 4040	Public Access to School District Records
	Board Policy 6955	Maintenance of Records
Legal References:	Chapter 40.14 RCW	Preservation and Destruction of Public Records
	RCW 40.14.010	Definition of public records
	RCW 42.17.250 -340	Public Records
Management Resources:	Policy News, April 2005	Records Retention Schedule Updated

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