

## **Management Support**

### **Property and Data 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 for the management of the K-12 education statewide network system.

The district will maintain, archive, and destroy data and other records in accordance with the Washington State Archives Local Government Common Records Retention Schedule.

#### **Property Records**

Property records and inventory records will be maintained on all land, buildings and physical 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 costs and the percentage of federal funds used to purchase it.

Theft sensitive items (e.g. computers, printer, projectors, tools, or other electronic devices) will be inventoried annually and will be signed out to staff and students. Sign-out records will also be maintained.

At the end of each school year staff will inventory the theft sensitive items in their work area. A randomly selected ten percent of those inventories will be double-checked by an employee of the business office.

Property records of facilities will be maintained on an ongoing basis. No district property will be removed or loaned for personal or non-school use.

Capital Asset records will show, as appropriate to the 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 hold title if applicable;
- E. Manufacturer;
- F. Year of purchase;
- G. Initial cost;
- H. Percentage of federal participation in the cost of the property;
- I. Location;

- J. Condition ;
- K. Current valuation in conformity with insurance requirements; and
- L. Disposition data including date of disposal and sale price of the property.

Cross References:	Board Policy No.	3231 Student Records
		4040 Public Access to School District Records
		6801 – Capital Assets- Theft-Sensitive Assets
		6955 - Maintenance of Facilities Records

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

Classification: Encouraged

Adoption Date:	September 22, 1993
Revised:	April 22, 1998
Revised Date:	August 10, 2022
Revised Date:	August 23, 2023