

Management Support

Maintenance of Facilities Records

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

The Superintendent or designee will keep all reports, documents and plans as they relate to an existing or proposed project for the amount of time specified in the Washington State Archives Local Government Common Records Retention Schedule. The records will include copies of all correspondence relating to the project. The Superintendent will require from the architect, engineer, contractor, or other parties at least the following, as they become available:

1. Inspection and progress reports;
2. Results from tests of material quality and composition, etc.;
3. Drawings of buildings and sites;
4. Conveyance records, title search, bond issuance records and any licenses and legal documents issued or executed pursuant to the project;
5. Guarantees and warranties; and
6. Other papers relevant to the project, such as the record of Board resolutions.

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| Cross Reference: | Policy No. 6570 | Property and Data Management |
| Legal References: | RCW 39.04.020 | Plans and specifications—Estimates— |
| | | Publications—Emergencies |
| | 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 |
| Classification: | Priority | |
| Adoption Date: | November 22, 1993 | |
| Revised Date: | August 10, 2022 | |