

## NONINSTRUCTIONAL OPERATIONS

### Records Management

The district recognizes the importance of public records as the record of the acts of the district and the repository of such information. The public has the right under law to inspect and procure copies of such records, with certain exceptions. (See district policy No. 4340, Public Access to School District Records.) 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 or 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 a staff member to serve as district records officer.

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

### Property Records

Property records and inventory records shall be maintained on all land, buildings and physical property under the control of the district. Such records shall be updated annually.

For purposes of this policy, "equipment" shall 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 non-expendable, and does not lose its identity when incorporated into a more complex unit. The superintendent shall ensure that inventories of equipment are systematically and accurately recorded and are updated and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis. No equipment shall be removed for personal or non-school use, except according to board policy.

Property records shall show, as appropriate to the item recorded, the:

- A. Description and identification;
- B. Manufacturer;
- C. Year of purchase;
- D. Initial cost;
- E. Location;
- F. Condition and depreciation; and,
- G. Current valuation in conformity with insurance requirements.

Equipment may be identified with a permanent tag that provides appropriate district and equipment identification.

Cross References:	Board Policy No.	3600	Student Records
		4340	Public Access to School District Records
		9244	Maintenance of Records
Legal References:	RCW	40.14	Preservation and Destruction of Public Records
		40.14.010	Definition of Public Records
		42.17.250—340	Public Records
	WAC	414-24-050	General schedule may be adopted

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