

Property, Data and Records Management Policy 6570

DATA MANAGEMENT

The District 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 to expand the current K-12 education statewide network.

PROPERTY RECORDS

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

Small attractive items (computers, printers, projectors, tools, or other electronic devices will be inventoried annually and will be signed out to staff. Sign-out records will also be maintained.

At the end of each school year each teacher will inventory the property items in his or her classroom.

For purposes of this policy, “equipment” will 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 nonexpendable, and does not lose its identity when incorporated into a more complex unit. Property records of facilities will be maintained on an ongoing basis.

No equipment will be removed for personal or non-school use. Property records will show, as appropriate to the item recorded, the:

- 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 holds title;
- E. Manufacturer;
- F. Year of purchase;
- G. Initial cost;
- H. Percentage of federal participation in the cost of the property;
- I. Location;
- J. Condition and depreciation;
- K. Current valuation in conformity with insurance requirements; and
- L. Disposition data including date of disposal and sale price of the property

Cross Reference:	Policy 3231 Policy 4040 Policy 6955	Student Records Public Access to School District Records Maintenance of Records
Legal References:	Chapter 40.14 RCW RCW 40.14.010 RCW 42.56.070-080 34 C.F.R. § 80.32	Preservation and Destruction of Public Records Definition of public records Public Records Uniform Administrative requirements for grants and cooperative agreements to state and local governments — Equipment
Management Resources:	Policy News, April 2006 Policy News, April 2005 Policy News, February 2010	Fixed Assets Records Retention Schedule Updated

Adopted: 2.12.07

Updated: 9.23.19