

Section: **MANAGEMENT SUPPORT**

Policy Title: **Maintenance of 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 his/her designee, shall keep all reports, documents and plans as they relate to an existing or proposed project. The records shall include copies of all correspondence relating to the project. The superintendent, or his/her designee, shall require from the architect, engineer, contractor or other parties at least the following, as they become available:

- A. Inspection and progress reports;
- B. Results from tests of material quality and composition, etc.;
- C. Drawings of buildings and sites;
- D. Conveyance records, title search, bond issuance records and any licenses and legal documents issued or executed pursuant to the project;
- E. Guarantees and warranties; and
- F. Other papers relevant to the project, such as the record of board resolutions.

Cross Reference:	Policy 6570	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

Adopted: February 12, 2007