

PROPERTY AND DATA MANAGEMENT

Data Management

The superintendent is authorized to enter into a contract with the Washington School Information Processing Cooperative to purchase a student information system, fiscal system, equipment, networking, and software to expand the current K-12 education statewide network. The board shall review the data management program annually.

Property Records

Property records and inventory records shall be maintained on all land, buildings and certain personal property under the control of the district.

Property purchased in whole or in part with federal funds shall be inventoried at least every two years. The inventory shall include the serial number of the item, its cost and the percentage of federal funds used to purchase it.

At the end of each school year each teacher shall inventory property items with control tags in his or her classroom. A randomly selected ten percent of those inventories shall be double-checked by an employee of the business office.

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 nonexpendable, and does not lose its identity when incorporated into a more complex unit. Property records of facilities shall be maintained on an ongoing basis.

The district will maintain an inventory records system for certain physical assets of the district. Assets to be included in this system will be determined by the district property manager but will, as a minimum, include all capitalized assets. As a minimum the property records will include the following information:

- A. Description of the property;
- B. Manufacturer;
- C. A serial number or other identification number (Equipment may be identified with a permanent tag that provides appropriate district and equipment identification.);
- D. Source of property;
- E. Year of Purchase;
- F. Initial Cost;
- G. Physical Location;
- H. Percentage of Federal participation in the cost of the property;
- I. Disposition data including date of disposal and sale price of the property.

No equipment shall be removed for personal or non-school use. A system will be maintained to allow district employees to sign out equipment for use at a separate location if being used for purposes that will enhance the district's mission.

Cross Reference: Board Policy 3231
 Board Policy 4040
 Board Policy 6801

Student Records
Public Access to School District Records
Fixed Assets

	Board Policy 6955	Maintenance of Records
Legal References:	RCW 40.14	Preservation and Destruction of Public Records
	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
Management Resources:		
	<i>Policy News</i> , April 2005	Records Retention Schedule Updated
	<i>Policy News</i> , April 2006	Fixed Assets

Adoption Date: April 11, 1991

Revised and Renumbered (8400, 8410 & 8420): June 16, 2004
June 15, 2005
August 16, 2006
June 15, 2016