

## **PROPERTY, DATA AND RECORDS 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 equipment, networking and software to expand the current K-12 education statewide network. The board shall review the data management program annually.

### **Records Management And Retention**

The Pateros School District recognizes the importance of public records as the record of the acts of the Pateros School District and the right of the public to inspect and procure copies of such records with certain exceptions.

Pertinent records shall be retained in accordance with the General Records Retention Schedule for School Districts and Educational Service Districts in Washington State, as published by the Office of Secretary of State; if the Pateros School District receives a public records request; in the event that litigation is reasonably anticipated; or as otherwise required by law. Electronic records must be retained in electronic format and remain usable, searchable, retrievable and authentic for the length of the designated retention period. Printing and retaining a hard copy is not a substitute for the electronic version unless approved by the applicable records committee.

Any e-mails that are to be retained in accordance with the above General Records Retention Schedule for an extended period of time (to exceed one month) shall either be (1) printed and physically filed in such a way that they will be easily retrievable or (2) saved directly to an electronic server folder on one of the designated Pateros School District file servers/back-up systems from which it will be easily retrievable, pursuant to established procedures. The Pateros School District should regularly delete unnecessary e-mails on the Pateros School District network/computer system on the 60th day after initiation/receipt. All employees of the Pateros School District shall be responsible for transferring any e-mail messages/attachments that meet the State General Records Retention Schedule mentioned above into an electronic server folder that keeps the record for the appropriate length of time.

Property Records

Property records and inventory records shall 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 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.

Small attractive items (computers, printers, projectors, video cassette recorders, tools, etc.) shall be inventoried annually and shall be signed out to staff. Sign-out records shall also be maintained.

At the end of each school year each teacher shall inventory the property items 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.

No equipment shall be removed for personal or nonschool use. Property records shall 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:	Board Policy 3231	Student Records
	Board Policy 4040	Public Access to School District Records
	Board Policy 6801	Fixed Assets
	Board Policy 6955	Maintenance of Records

Legal References:	Chapter 40.14 RCW	Preservation and Destruction of Public Records
	RCW 40.14.010	Definition of public records
	RCW 42.17.250 through 340	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 2006	Fixed Assets
	<i>Policy News</i> , April 2005	Records Retention Schedule Updated

**Adoption Date: March 2003**  
**Pateor School District Name**  
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