

NON-INSTRUCTIONAL OPERATIONS

Records Management

The district recognizes the importance of public records as the documentation of the acts of the district and the repository of information. The public has the right under law to inspect and to procure copies of such records with certain exceptions. (See [policy 4340](#) disclosure of Public Records). The public records of this 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.

Legal Reference: [RCW 40.14](#) Public Documents, Records and Publications
[42.17](#) Disclosure--Campaign Finances--Lobbying--
Records

Adopted: September 9, 1992