

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, equipment, networking and software to expand the current K-12 education statewide network. The Board will review the data management annually.

Property Records

Property records and inventory records shall be maintained on all land, buildings, vehicles- Personal property under 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 (e.g. computers, printers, projectors, tools, or other electronic devices) will be inventoried annual 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. A randomly selected ten percent of those inventories will be double checked by an employee of the business office.

No equipment shall be removed for personal or non-school 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 and 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 6955	Maintenance of records
	Board Policy 6801	Fixed Assets

Legal References:

RCW 40.14.010
RCW 42.56.070-080
34 C.F.R. 80.32

Definition of public records
Public records
Uniform administrative requirements for
grants and cooperative agreements to state
and local governments - Equipment

Management Resources: 2010 February Issue
Policy News April 2006 Fixed Assets
Policy News April 2005 Records Retention Schedule Updated

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