



Policy No.6570

Property and Data
Management

PROPERTY AND DATA MANAGEMENT

Data Management

The Superintendent or designee is authorized to enter into contracts with qualified vendors to purchase data processing software and support. The board shall review the data management program annually.

Property Records

Property records and inventory records will 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 will be inventoried at least every two years. The inventory will include the serial number of the item, its cost and the percentage of federal funds used to purchase it.

Theft sensitive items (computers, printers and other items with a purchase price between \$500 and \$4,999) 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. District-level personnel shall annually verify a random selection of those inventories.

For purposes of this policy, “equipment” shall mean a unit of furniture or furnishing, 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 shall show, as appropriate to each item recorded, the following information:

- A. Description of the property;
- B. A serial number or other identification number (equipment may be identified with a permanent tag that provides an appropriate district and equipment identification);
- C. Source of the Property;
- D. Who holds the 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 requirement; and
- L. Disposition data including date of disposal and sale price of the property.

Cross References: 6801-Capital Assets-Theft Sensitive Assets
 4040-Public Access to District Records
 3231-Student Records

Legal References: 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
 School
 Districts and Educational Service Districts Records
 Retention Schedule

