



Contact:

Ruth Floyd, Executive Director of Business Services
Stanwood-Camano School District
26920 Pioneer Highway, Stanwood, WA 98292
360-629-1200
rfloyd@stanwood.wednet.edu

TO: Board of Directors

FROM: Ruth Floyd, Executive Director of Business Services

SUBJECT: Second Reading - Revised Policy 6570 Property and Data Management

DATE: August 20, 2024

TYPE: Action Required

This is the second reading of updated Management Policy 6570 Property and Data Management. This policy removes references to "Records Management" because the information is covered in other board policies, including 3231 Student Records and 4040 Public Access to School District Records.

If you have any questions regarding the policy, please contact me.

Recommendation: It is recommended that the board approve the second reading of revised Policy 6570 Property and Data Management.

Every student is empowered to learn in an inclusive setting
and is prepared for the future of their choice

www.stanwood.wednet.edu

PROPERTY, AND DATA ~~AND RECORDS~~ MANAGEMENT

Data Management

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

~~Records Management And Retention~~

~~The district recognizes the importance of public records as the record of the acts of the district and the repository of such information. The public has the right under law to inspect and procure copies of such records with certain exceptions. The public records of the 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.~~

~~Records may be destroyed when authorized by the General Records Retention Schedule and Destruction Authorization provided by the Office of Secretary of State, Division of Archives and Records Management.~~

Property Records

Property records and inventory records shall be maintained on all land, buildings and personal property under the control of the district with a value of \$5,000 per unit or greater.

Property purchased in whole or in part with federal funds ~~shall will~~ be inventoried at least every two years. The inventory ~~shall will~~ 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, or other theft-sensitive electronic devices etc.) ~~shall will~~ be inventoried annually. The superintendent or designee shall will develop an inventory system for such items.

At the end of each school year each teacher ~~shall will~~ inventory the property items in his or her classroom. A randomly selection of those inventories shall be double-checked by the building administrator or ~~director~~ an employee of the business office.

For purposes of this policy, "equipment" ~~shall will~~ 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 will~~ be removed for personal or non-school use. Property records ~~shall will~~ show, as appropriate to the item recorded, the following:

- A. Description ~~and identification~~ 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 the 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 at time of purchase and upon disposition;
- K. Current valuation in conformity with insurance requirements and,
- L. Disposition data including date of disposal and sale price of the property.

~~Equipment may be identified with a permanent tag that provides appropriate district and equipment identification.~~

Cross Reference:	Board Policy 3231 Board Policy 4040 <u>Board Policy 6801</u> Board Policy 6955	Student Records Public Access to School District Records <u>Capital Assets/Theft-Sensitive Assets</u> Maintenance of <u>Facilities</u> Records
Legal References:	Chapter 40.14 RCW RCW 40.14.010 RCW 42.17.250 through 340 <u>RCW 42.56.070-080</u> <u>34 C.F.R. § 80.32</u> <u>WA Office of Secretary of State:</u>	Preservation and Destruction of Public Records Definition <u>and classification</u> of public records Public Records <u>Public Records Act - Documents and Indexes to be made public; Facilities for copying - Availability of public records</u> <u>Uniform administrative requirements for grants and cooperative agreements to state and local governments - Equipment</u> <u>Local Government Common Records Retention Schedule (CORE)</u> <u>Public Schools (K-12) Records Retention Schedule</u>

Adoption Date: 04.15.03
Stanwood-Camano School District
Revised: 06.07.05; **8.20.24**