



Contact:

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TO: Board of Directors

FROM: Ruth Floyd, Executive Director of Business Services

SUBJECT: Second Reading - Revised Policy 6955 Maintenance of Facilities Records

DATE: August 20, 2024

TYPE: Action Required

This is the second reading of updated Policy 6955 Maintenance of Facilities Records (previously Maintenance of Records). The policy corrects the title and includes minor grammatical changes.

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 6955 Maintenance of Facilities Records.

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and is prepared for the future of their choice

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MAINTENANCE OF FACILITIES RECORDS

The maintenance of adequate records is vitally important to the future facilities program within the district and to the resolution of any disputes that may arise regarding a construction project.

The superintendent ~~shall~~ **will** keep all reports, documents and plans as they relate to an existing or proposed project. The records ~~shall~~ **will** include copies of all correspondence relating to the project. The superintendent ~~shall~~ **will** require from the architect, engineer, contractor or other parties at least the following, as they become available:

- A. Inspection and progress reports;
- B. Results from tests of material quality and composition, etc.;
- C. Drawings of buildings and sites;
- D. Conveyance records, title search, bond issuance records and any licenses and legal documents issued or executed pursuant to the project;
- E. Guarantees and warranties; and
- F. Other papers relevant to the project, such as the record of board resolutions.

Cross Reference: Board Policy 6570

Property and Data Management

Legal References: RCW 39.04.020

Plans and specifications — Estimates —
Publications — Emergencies

RCW 39.04.040

Work to be executed according to plans —
Supplemental plans

RCW 39.04.070

Account and record of cost

RCW 39.04.080

Certified copy to be filed — Engineers'
certificate

RCW 39.04.100

Records open to public inspection —
Certified copies

Adoption Date: 07.15.03
Stanwood-Camano School District
Revised: 8.20.24