

PROPERTY, DATA AND RECORDS MANAGEMENT

Data Management

The superintendent is authorized to enter into a contract with the Washington School Information Processing Cooperative to purchase data processing services. The board shall 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. A "public record" is a record "prepared, owned, used, or retained" by an agency. 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.

"School District records" include any writing, printing, photocopying, photographing, etc., containing information relating to the conduct of operations and functions of the District which is prepared, owned, used, or retained by the District. "Writing" means handwriting, typewriting, word processing, printing, photocopying, photographing, and every other means of recording any form of communication on representation, including letters, e-mails, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings and other documents including existing data compilations from which information may be obtained or translated. The District is not required to create a new record nor create customized databases to satisfy a request. Home computer records (including e-mail) used to conduct business of the district are public records. "School District records" do not include the personal notes and memoranda of staff which remains in the sole possession of the maker and which are not generally accessible or revealed to other persons.

E-mail archiving using the district e-mail software, including but not limited to incoming and outgoing messages, will be digitally archived for a minimum of six years.

If the District denies any written request, in whole or in part, for inspection of any public record, the District shall include a written statement of the specific exemption authorizing the withholding of the record and a brief explanation for so doing. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the public records office will redact the exempt portions, provide the nonexempt portions, and indicate to the requester why the portions of the record are being redacted. No request shall be denied solely on the basis that the request is overbroad.

The District may inquire into the purpose for which a record is requested. The District shall not provide access to lists of individuals which the requesting party intends to use for commercial purposes or which the District reasonably believes will be used for commercial purposes if such access is provided. The District may require the requesting party to verify in writing that the requested information will not be used for commercial purposes.

In the event that the requested records contain information that may affect rights of others and be exempt from disclosure, the public records officer may, prior to providing the records, give notice to others whose rights may be affected by the disclosure. Such notice should be given so as to make it possible for those other persons to contact the requestor and ask him or her to revise the request, or, if necessary, seek an order from a court to prevent or limit the disclosure. The notice to the affected persons will include a copy of the request.

No fee shall be charged for the inspection of public records. The School District may impose a reasonable charge for providing copies of public records and for the use of equipment to copy public records, which charges shall not exceed the amount necessary to reimburse the agency for its actual costs incident to such copying.

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. 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.

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Property Records

Property records and inventory records shall 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 shall be inventoried 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 (printers, video cassette recorders, tools, etc.) 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. A randomly selected ten percent of those inventories shall be double-checked by an employee of the business office.

For purposes of this policy, "equipment" shall 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 be removed for personal or nonschool. Property records shall show, as appropriate to the item recorded, the:

- A. Description of 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. Manufacturer;
- D. Year of purchase;
- E. Initial cost;
- F. Location;
- G. Condition and depreciation; and,
- H. Current valuation in conformity with insurance requirements.
- I. Percentage of Federal participation in the cost of the property;
- J. Disposition data including date of disposal and sale price of the property

K. Source of property

L. Who holds title

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Cross Reference:

Board Policy 4040 Public Access to School District Records
Board Policy 3231 Student Records
Board Policy 6801 Fixed Assets
Board Policy 6955 Maintenance of Records

Legal References:

Chapter 40 RCW 40.14 Preservation and Destruction of Public Records
RCW 40.14.010 Definition of public records
RCW 42.56.070-080 Public Records
34 C.F.R. § 80.32 Uniform Administrative requirements for grants
and cooperative agreements to state and
local governments — Equipment

WAC 42-17-020(42) Definitions
44-14 Public Records Act – model rules
434-662-150 E-mail Management

Management Resources: *Policy News*, April 2006 Fixed Assets
Policy News, April 2005 Records Retention Schedule Updated

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