

## **PROPERTY AND DATA MANAGEMENT: 6570**

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### **Data Management**

The Superintendent/designee is authorized to enter into a contract with the Educational Service District and/or with third party software providers to acquire and maintain software and/or data processing services for the maintenance of District records. Terms of the agreement must be satisfactory to the District and such participation should continue to result in savings to the District in comparison to other means lawfully available to the District.

### **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. Property records will be maintained on an ongoing basis.

### **Small and Attractive Assets**

Small attractive items (e.g., computers, printers, projectors, tools, or other electronic devices) will be inventoried periodically.

For purposes of this policy, “equipment” 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.

No equipment will be removed for personal or non-school use. Property records will show, as appropriate to each item recorded, the following:

- A. Description of the item;
- B. Serial number or other identification number (bar code, tag number, etc.);
- C. Source of the asset;
- D. Acquisition date;
- E. Cost of the asset;
- F. Location of the asset;
- G. Ultimate disposition data including the date of disposal and sale price, if applicable. Federally purchased items with a per unit fair market value over \$10,000 must reimburse the federal program proportionately. Disposed items with a per unit fair market value of less than \$10,000 may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency.

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| Legal References: | RCW 40.14.010                                      | Definition and classification of public records                                                                      |
|                   | RCW 42.56.070                                      | Documents and indexes to be made public—Statement of costs                                                           |
|                   | RCW 42.56.080                                      | Identifiable records—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                                                                                           |