Policy No. 6955

Management Support

Maintenance of Facilities Records

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

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

A. Inspection, progress, and compliance reports;

B. Results from tests of material quality and composition;

C. Drawings, plans, specifications, estimates, as-built documents, and maintenance manuals for buildings and sites;

D. Conveyance records, title searches, bond issuance records, and permits, licenses, and legal documents issued or executed pursuant to the project;

E. Guarantees and warranties; and

F. Other documents relevant to the project, such as board resolutions and change orders.

Cross References:

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

Revised: 4/2026
Adopted: 10/2019, 5/2026