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old 8360

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NONINSTRUCTIONAL OPERATIONS

Property Records

Property records and inventory records shall be maintained on all land, buildings and physical property under the control of the district. Such records shall be updated annually.

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. The superintendent shall ensure that inventories of equipment are systematically and accurately recorded and are updated and adjusted annually. No equipment shall be removed for personal or nonschool use except according to board policy.

Cross reference: Board policy 8361

Loans of school owned
equipment and books

Legal References: RCW 28A.400.030(5)
40.14.010
records

Superintendent's duties
Definition of public

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NONINSTRUCTIONAL OPERATIONS

Data Management

The superintendent is authorized to enter into a contract with the data processing cooperative of the educational service district to purchase the data processing services.

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NONINSTRUCTIONAL OPERATIONS

Records Management

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 schedule.

Cross Reference: Board Policy 3600 Student Records
4340 Public Access to School District records

Legal References: RCW 40.14 Preservation and Destruction of Public Records
42.17.250 Public Records through 340
WAC 414-24-050 General schedule maybe adopted

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