

Property and Data Management

Data Management

The superintendent is authorized to enter into a contract with the Washington School Information Processing Cooperative (WSIPC) to purchase a student information system, equipment, networking and software to expand the current K-12 education statewide network. The board will review the data management program annually.

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.

Small attractive items having a value over \$100 (e.g. computers, printers, projectors, tools, or other electronic devices) will be inventoried and reviewed annually. The superintendent or his designee will determine what items meet the small and attractive list.

A supervisor, superintendent or his designee will audit sections of their department randomly each year with all staff or areas being audited within a three-year period.

No equipment will be removed for personal or non-school use without a Facility/Equipment Rental Use Agreement. No heavy equipment or motorized equipment will be removed from school property for personal use unless a written rental agreement is completed and approved by the superintendent.

For property over \$1000 records will show the following:

- A. Description or Property Name;
- B. An identification number (equipment may be identified with a permanent tag that provides appropriate district and equipment identification.);
- C. Location;
- D. Current valuation in conformity with insurance requirements; and
- E. Disposition data including date of disposal and sale price of the property.

Miscellaneous classroom supplies, materials and equipment can be grouped together when they do not meet this policy's \$1000 threshold or the small and attractive category but are needed to be inventoried for insurance purposes.

Items such as student desks, chairs, tables, etc. can be grouped together districtwide when they do not meet this policy's individual \$1000 threshold or the small and attractive items but are needed for insurance purposes.

Cross References: 6955 - Maintenance of Facilities Records
 6801 - Capital Assets Theft-Sensitive Assets
 4040 - Public Access to District Records
 3231 - Student Records

Legal References: RCW 40.14.010 Definition and classification of public records
 RCW 42.56.070-080 Public Records Act – Documents and
 indexes to be made public; 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 Version 8.0 (November 2012)

Management Resources: 2010 - February Issue
 Policy News, April 2006 Fixed Assets
 Policy News, April 2005 Records Retention Schedule Updated