

## **Property and Data Management**

### **Data Management**

The Superintendent of the Richland School District (the “District”) is authorized to enter into contracts to purchase a student information system, equipment, networking and software to expand the current K-12 education statewide network. The Board of Directors (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 (e.g. computers, printers, projectors, tools, or other electronic devices) will be inventoried annually and will be signed out to staff. Sign-out records will also be maintained.

For purposes of this policy, “equipment” will mean 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 will be maintained on an ongoing basis.

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

- A. Description of the 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. Source of property;
- D. Who holds title;
- E. Manufacturer;
- F. Year of purchase;
- G. Initial cost;
- H. Percentage of federal participation in the cost of the property;

- I. Location;
- J. Condition and depreciation;
- K. Current valuation in conformity with insurance requirements; and
- L. Disposition data including date of disposal and sale price of the property.

Legal References

<a href="#"><u>RCW 40.14.010</u></a>	<a href="#"><u>Definition and classification of public records</u></a>
<a href="#"><u>RCW 42.56.070-080</u></a>	<a href="#"><u>Public Records Act – Documents and indexes to be made public; Facilities for copying – Availability of public records</u></a>
<a href="#"><u>34 C.F.R. § 80.32</u></a>	<a href="#"><u>Uniform administrative requirements for grants and cooperative agreements to state and local governments – Equipment School Districts and Educational Service Districts Records Retention Schedule</u></a>

RSD No. 400  
(Formerly Policy 7425 – Inventories)  
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