

Property and Data Management

Data Management

The superintendent is authorized to enter into a contract(s) to purchase a student information system, administrative data systems equipment, networking and software to expand the current K-12 education statewide network.

Property Records

Property records and inventory records will be maintained on all land, buildings and equipment valued at \$5,000 or more or considered theft-sensitive items 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.

Theft-sensitive items as identified by the superintendent will be inventoried annually and will be signed out to staff. Sign-out records will also be maintained.

At the end of each school year each teacher will inventory the property items in his or her classroom.

An inventory process will be developed by the superintendent and will include an annual inventory of at least 25% of the items shown on the district's inventory of real property and equipment

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. Property records of facilities will be maintained on an ongoing basis.

No equipment will be removed for personal or nonschool 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.

Cross References:	Board Policy 3231 Board Policy 4040 Board Policy 6801 Board Policy 6955	Student Records Public Access to School District Records Capital Assets/Theft-Sensitive Assets Maintenance of Records
Legal References:	RCW 40.14.010 RCW 42.56.070-080 34 C.F.R. § 80.32	Definition and classification of public records Public Records Act – Documents and indexes to be made public; Facilities for copying – Availability of public records Uniform administrative requirements for grants and cooperative agreements to state and local governments – Equipment
Management Resources:	<i>Policy News</i> , April 2006 <i>Policy News</i> , April 2005	Fixed Assets Records Retention Schedule Updated