

ANACORTES SCHOOL DISTRICT #103

Adoption Date: 10/29/98

Policy No. 6570
Management Support

PROPERTY, DATA AND RECORDS MANAGEMENT

DATA MANAGEMENT

The superintendent is authorized to enter into a contract with the Washington School Information Processing Cooperative to purchase data processing services. The board shall review the data management program annually.

RECORDS MANAGEMENT AND RETENTION

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 the General Records. Retention Schedule and Destruction Authorization provided by the Office of Secretary of State, Division of Archives and Records Management.

Property records and inventory records shall be maintained on all land and buildings under the control of the district.

FIXED ASSETS INVENTORY

The Board of Directors of the Anacortes School District recognizes the need to establish a comprehensive fixed assets inventory program for control over district assets.

For purposes of this policy, District property such as technology equipment, machinery and other equipment shall be inventoried if they meet either of the following criteria:

1. The item's value is \$5,000 or more; or,
2. The item is "theft sensitive" as determined by district administration.

"Theft sensitive" means that the item is easily portable, desirable for personal use, and easily marketable. An item will be classified as "theft sensitive" at the time a purchase order is submitted to the Business Office.

Inventories of district property will be recorded and updated by reference to purchase orders, damage and loss reports, and declarations of surplus property.

District property may be identified with a permanent tag or engraving that provides appropriate district and property identification.

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Cross reference:	Board policy	4340	Public Access to School District Records
		3600	Student Records
		6955	Maintenance of Records
Legal References:	RCW 40.14		Preservation and Destruction of Public Records
	42.17.250 through 340		Public Records
	40.14.010		Definition of public records
	WAC 414-24-050		General schedule maybe adopted

