

## **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 (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.

At the end of each school year each teacher will inventory the property items in his or her classroom. A randomly selected ten percent of those inventories will be double-checked by an employee of the business office.

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:                   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

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

Adoption Date: April 12, 2010  
Sequim School District No. 323  
Classification: Encouraged  
WSSDA Revised Dates: 08.98; 04.05; 04.06; 06.06; 02.10; 12.11