

## **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 with an initial cost of \$5,000 or greater. All records will be updated in an ongoing manner and be physically inventoried on an annual basis.

Property purchased in whole or in part with federal funds will be inventoried 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 are classified as equipment which is 1) owned by the district (not leased); 2) at high risk for theft; 3) portable; and 4) the cost of replacement is less than \$5,000.

For the 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 identify 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 the item recorded, the:

- A. Description and identification;
- B. Manufacturer;
- C. Year of purchase;
- D. Initial cost;
- E. Location;
- F. Condition and depreciation; and,
- G. Current valuation in conformity with insurance requirements.

Equipment may be identified with a permanent tag that provides appropriate district and equipment identification.

Cross Reference: Board Procedures P4000-4 Public Access to District Records  
Board Policy 3070 Student Records  
Board Policy 6955 Maintenance of Records

Legal References: RCW 40.14 Preservation and Destruction of Public  
Records  
40.14.010 Definition and classification of public  
records  
42.56.070-080 Public Records Act – Documents  
and Indexes to be made public; Facilities for  
copying – availability  
34 C.F.R. § 80.32 Uniform administrative requirements for  
grants and cooperative agreements to state  
and local governments – equipment

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