MANAGEMENT SUPPORT SERVICES

Data and Records Management

The superintendent is directed to prepare for the Board a proposal for the data processing cooperative of the educational district to purchase the data processing services. The Board shall 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. No equipment will be removed for personal or non-school use.

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, or other electronic devices) will be inventoried annually.

Records Retention and Destruction

The District will retain records in compliance with the most recent version of the Washington State Secretary of State's General Records Retention Schedule for School Districts and Educational Service Districts (SDESD) for school district specific records, and the Local Government Common Records Retention Schedule (CORE) for records common to all agencies. Retention schedules can be found online at the Washington State Secretary of State website, records archives section.

Cross References:

Policy 3231 - Student Records Policy 4040 - Public Access to District Records Policy 6955 - Maintenance of Facility Records

Legal References:

RCW 40.14.010Definition and classification of public recordsRCW 42.56.070 - 080Public Records Act34 C.F. R. 80.32Uniform administrative requirements for grants and cooperative agreements
to state and local governments – Equipment

Washington State Secretary of State - School Districts and Educational Service Districts Records Retention Schedule and Local Government Common Records Retention Schedule

Adoption Date: <u>November 26, 1985</u> Revised: <u>May 23, 2001</u> Revised: <u>February 12, 2003</u> Revised: <u>November 25, 2014</u>