Property and Data 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.

Property Records

Property records and inventory records shall 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 shall be inventoried every two years. The inventory shall include the serial number of the item, its cost and the percentage of federal funds used to purchase it.

For the purpose of this policy, furniture, machinery, and other such equipment shall be inventoried if they meet one of the following criteria:

A. The item is $5,000 or more
B. The item is “theft” sensitive—definition would be that the item is portable, desirable for personal use, or easily marketable. Examples include, but not limited to laptop computers, mobile computing devices and tablets, digital photography or audio-visual equipment. These items will be classified as “theft” sensitive at the time of the requisition is issued by the business office

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

For purposes of this policy, "equipment" shall 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 shall be maintained on an ongoing basis.

Property records shall 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.

**Lending of District-Owned Equipment and Books**

District-owned equipment shall not be loaned for non-school use off district property, with the following exceptions:

A. District equipment may be removed from district property by students or staff only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The prior approval of the principal or administrator is required for such removal. Instructional materials may be used by students during vacations, and records must be maintained of instructional materials removed from district property.

B. District-owned equipment may be used in conjunction with the rental of a district facility when such use is authorized by the facilities use agreement. In such instances, the user shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

Cross References:  
Policy 3231  
Policy 4040  
Policy 6801  
Policy 6955  

Student Records  
Public Access to School District Records  
Capital Assets/Theft-Sensitive Assets  
Maintenance of 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

Management Resources:

*Policy News, April 2006*  
Fixed Assets  

*Policy News, April 2005*  
Records Retention Schedule Updated

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Camas School District  
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