

## DATA AND RECORDS MANAGEMENT

### **Data Management**

The superintendent is authorized to enter into contracts to purchase data processing services.

### **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**

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

Property purchased in whole or in part with federal funds shall be inventoried every two years by the appropriate program manager. The inventory shall include the serial number of the item, its cost and the percentage of federal funds used to purchase it.

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Cross Reference:	Board Policy 3600 4040	Student Records Public Access to School District Records
Legal References:	RCW 28A.400.030(5) 42.56.070-080	Superintendent's duties Public Records through 340



RCW 40.14	Preservation and Destruction of Public Records
RCW 40.14.010	Definition of public records
WAC 414-24-050	General schedule may be adopted

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Revised: 02/15/05, 07/10/06, 12/16/08

## **Records Management**

The district records officer shall have the responsibility for the safekeeping of all records according to the retention schedule cited below. The district records officer shall have authority to dispose of materials after the recommended retention period.

Official public records have a statutory minimum retention of six years. The retention period for office files and memoranda is based on operational requirements for each office. Whenever applicable, the retention period starts with the "cut-off." "Cut-off" is a term used to indicate files or records may be terminated on a predetermined date. "Cut-off" prevents current records from attaining unmanageable size and facilitates the filing of new records.

Calendar year records may be "cut-off" on December 31, and a new file established on January 1; all fiscal year records can be "cut-off" only upon the completion of an action or event, such as termination of contract, final payment of a contract, termination of employment, etc. Regardless of the duration of the retention period, records series should be kept in office files after "cut-off" only as long as is necessary to satisfy (1) active reference, (2) audit, when required, and (3) other operational requirements. Once these three factors have been satisfied, the records should be transferred to a records center for the remainder of the retention period.

The retention period shall be as designated in the "Records Management Manual and General Records Retention Schedules" for school districts in the State of Washington published by the Secretary of State and the Division of Archives and Records Management. A copy of the retention manual will be provided to all schools.

