

# Walla Walla Public Schools

## BOARD POLICY

Policy No. 6570

Page 1 of 2

### DATA AND RECORDS MANAGEMENT

#### Data Management

The superintendent is authorized to enter into a contract with the Washington School Information Processing Cooperative to purchase data processing services. In order to safeguard the integrity of student and fiscal records, the superintendent will develop procedures to implement internal controls regarding access and monitoring of electronic records.

#### 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 Secretary of State's General Records Retention Schedule and Records Management Manual.

#### Property Records

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

The superintendent shall develop an inventory system for property and equipment.

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.

# Walla Walla Public Schools

## BOARD POLICY

Policy No. 6570

Page 2 of 2

---

Cross reference:	Board policy	3231	Student Records
		4040	Public Access to District Records
		6955	Maintenance of Records
Legal References:	RCW	40.14	Preservation and Destruction of Public Records
		42.17.250	
		through 340	Public Records
		40.14.010	Definition of public records
		40.14.040	Records Officer
	WAC	414-24-050	General schedule may be adopted

**Adopted by the Board: July 16, 2002**

**Revised: October 7, 2003**

**Revised: April 16, 2013**