

# Walla Walla Public Schools

## ADMINISTRATIVE PROCEDURE

No. P-6570

### DATA AND RECORDS MANAGEMENT

The district records officer in conjunction with the school/department office staff members shall have the responsibility for the safekeeping and disposition of all records according to the Secretary of State's General Records Retention Schedule and Records Management Manual.

The Director of Technology will develop internal controls to assure database and network security including but not limited to password parameter, firewalls, digital signatures, digital certificates, virtual private networks, and network anti-intrusion techniques.

Employees who have access to the WSIPC Skyward system will have only enough access to allow them to fulfill the functions of their position.

If the district has entered into a partnership agreement with an entity that requires access to records by non-employees, the access will be limited to read-only capability. Walla Walla Community College may have access to input grades for AEP students. All changes and updates will be performed by district employees.

Non-employees who have a legitimate need to view district electronic records, will complete and sign a Non-employee Understanding and Promise Respecting the Non-disclosure of Confidential Information. Access will not be granted until approved by the building principal and the Chief Financial Officer.

**Issued: September 2003**  
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