

Maintenance of Facilities Records

The maintenance of adequate records is vitally important to the future facilities' program within the district and to the resolution of any disputes that may arise regarding a construction project.

The superintendent will keep all reports, documents and plans as they relate to an existing or proposed project. The records will include copies of all correspondence relating to the project. The superintendent will require from the architect, engineer, contractor or other parties at least the following, as they become available:

- A. Inspection and progress reports (Project manager will be responsible for creating the permanent district record);
- B. Results from tests of material quality and composition, etc. (Project manager will be responsible for creating the permanent district record);
- C. Drawings of buildings and sites (Project manager will be responsible for creating the permanent district record);
- D. Conveyance records, title search, bond issuance records and any licenses and legal documents issued or executed pursuant to the project (Business office will be responsible for maintaining a permanent district record);
- E. Guarantees and warranties (Maintenance Department will be responsible for maintaining a permanent district record); and
- F. Other papers relevant to the project, such as the record of board resolutions. (The superintendent will be responsible for formal board resolutions and will oversee the maintenance of facility records.)

Cross Reference: Board Policy 6570

Property and Data Management

Legal References: RCW 39.04.020

Plans and specifications — Estimates —
Publications — Emergencies

RCW 39.04.040

Work to be executed according to plans
— Supplemental plans

RCW 39.04.070

Account and record of cost

RCW 39.04.080

Certified copy to be filed — Engineers'
certificate

RCW 39.04.100

Records open to public inspection —
Certified copies