

SECTION: PROPERTY

TITLE: PROPERTY RECORDS

ADOPTED: December 5, 2000

REVISED:

706. PROPERTY RECORDS	
1. Authority	<p>The Board directs that adequate property and inventory records be maintained on all land, buildings, physical property and equipment under the control of the district. Such records shall be updated at such intervals as will coincide with property insurance renewal.</p>
2. Delegation of Responsibility	<p>The Business Administrator shall ensure that inventories of equipment are systematically and accurately recorded on an ongoing basis. Property records of facilities shall be maintained on an ongoing basis.</p> <p>The Business Administrator, principals and directors shall ensure that equipment assigned to their building and/or department is inventoried and identified and that inventory records are properly maintained.</p>