

The Superintendent shall oversee the performance of records management functions prescribed by state and federal law:

- ~~• Records Management Officer, as prescribed by Local Government Code 203.023~~
- Records Administrator, as prescribed by Local Government Code 176.001 and 176.007 [See BBFA and CHE]
- Officer for Public Information, as prescribed by Government Code 552.201-.205 [See GBAA]
- Public Information Coordinator, as prescribed by Government Code 552.012 [See BBD]

**LOCAL GOVERNMENT
RECORDS ACT
“LOCAL
GOVERNMENT
RECORD”**

THE TERM “LOCAL GOVERNMENT RECORD” SHALL PERTAIN TO ALL ITEMS IDENTIFIED AS SUCH BY THE LOCAL GOVERNMENT RECORDS ACT.

**RECORDS
MANAGEMENT
OFFICER**

THE SUPERINTENDENT SHALL SERVE AS AND PERFORM THE DUTIES OF THE DISTRICT’S RECORDS MANAGEMENT OFFICER AS PRESCRIBED BY LOCAL GOVERNMENT CODE 203.023, AND SHALL ADMINISTER THE DISTRICT’S RECORDS MANAGEMENT PROGRAM PERTAINING TO LOCAL GOVERNMENT RECORDS IN COMPLIANCE WITH THE LOCAL GOVERNMENT RECORDS ACT.

E-MAILS

DISTRICT BOARD MEMBERS AND EMPLOYEES SHALL USE THEIR DISTRICT E-MAIL ACCOUNT WHEN CONDUCTING DISTRICT BUSINESS.

A DISTRICT BOARD MEMBER OR EMPLOYEE WHO RECEIVES E-MAILS RELATED TO DISTRICT BUSINESS ON THEIR PERSONAL E-MAIL ACCOUNT SHALL FORWARD ALL SUCH E-MAILS TO HIS OR HER DISTRICT E-MAIL ACCOUNT.

NOTIFICATION

THE RECORDS MANAGEMENT OFFICER SHALL FILE HIS OR HER NAME WITH THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION (TSLAC) WITHIN 30 DAYS OF ASSUMING THE POSITION.

**RECORDS
CONTROL
SCHEDULES**

THE RECORDS MANAGEMENT OFFICER SHALL FILE WITH THE TSLAC A WRITTEN DECLARATION THAT THE DISTRICT HAS ADOPTED RECORDS CONTROL SCHEDULES THAT COMPLY WITH RECORDS RETENTION SCHEDULES ISSUED BY THE TSLAC AS PROVIDED BY LAW.

WEBSITE POSTINGS

THE DISTRICT'S RECORDS MANAGEMENT PROGRAM SHALL ADDRESS THE LENGTH OF TIME RECORDS WILL BE POSTED ON THE DISTRICT'S WEBSITE WHEN THE LAW DOES NOT SPECIFY A POSTING PERIOD.

**RECORDS
DESTRUCTION
PRACTICES**

**ALL LOCAL
GOVERNMENT
RECORDS SHALL BE
CONSIDERED
DISTRICT PROPERTY
AND ANY
UNAUTHORIZED
DESTRUCTION OR
REMOVAL SHALL BE
PROHIBITED.
DOCUMENT
DESTRUCTION
PRACTICES**

The District shall follow its records **CONTROL SCHEDULES, RECORDS** management program, **AND ALL APPLICABLE LAWS** regarding **RECORDS** document destruction. However, the District shall preserve **RECORDS** documents, including electronically stored information, and suspend routine record destruction practices **WHERE APPROPRIATE AND IN ACCORDANCE WITH** ~~as applicable according to~~ procedures developed by the records management officer. **SUCH PROCEDURES SHALL DESCRIBE THE CIRCUMSTANCES UNDER WHICH LOCAL GOVERNMENT RECORDS SCHEDULED FOR DESTRUCTION MUST BE RETAINED.**

- ~~1. In the event of pending or reasonably anticipated litigation;~~
- ~~2. In the event of an investigation by a federal agency or department or any bankruptcy case; or~~
- ~~3. In the event of a public information request.~~

Notification shall be given to appropriate staff ~~when of any applicable obligations to suspend~~ routine record destruction practices **MUST BE SUSPENDED AND WHEN THEY MAY BE RESUMED.**

TRAINING

~~The District's records management program shall address the length of time documents will be posted on the District's website when the law does not specify a posting period.~~

THE RECORDS MANAGEMENT OFFICER SHALL RECEIVE APPROPRIATE TRAINING REGARDING THE LOCAL GOVERNMENT RECORDS ACT AND SHALL ENSURE THAT CUSTODIANS OF RECORDS, AS DEFINED BY LAW, AND OTHER APPLICABLE DISTRICT STAFF ARE TRAINED ON THE DISTRICT'S RECORDS MANAGEMENT PROGRAM, INCLUDING THIS POLICY AND CORRESPONDING PROCEDURES.