

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

- Records administrator, as prescribed by Local Government Code 176.001 and 176.007 ~~0065~~. [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”

Records
Management
Officer

The term “local government record” shall pertain to all items identified as such by the Local Government Records Act.

The executive director of procurement and school resources 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.

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.

ELECTRONIC RECORDS

THE RECORDS MANAGEMENT OFFICER SHALL DEVELOP PROCEDURES FOR THE MANAGEMENT OF ELECTRONIC RECORDS THAT COMPLY WITH THE DISTRICT’S RECORDS CONTROL SCHEDULES AND MEET THE MINIMUM COMPONENTS REQUIRED BY LAW.

THE PROCEDURES SHALL:

- 1. SPECIFY THE OBJECTIVES OF THE ELECTRONIC RECORDS MANAGEMENT PROGRAM;**
- 2. IDENTIFY THE RESPONSIBILITIES OF EMPLOYEES WHO CREATE, RECEIVE, OR MAINTAIN ELECTRONIC RECORDS;**
- 3. ENSURE THE MAINTENANCE OF ELECTRONIC RECORDS UNTIL THE EXPIRATION OF THE APPLICABLE RETENTION PERIOD AND FINAL DISPOSITION; AND**
- 4. ENSURE THAT ELECTRONIC RECORDS THAT MUST BE PROTECTED FROM UNAUTHORIZED USE**

OR DISCLOSURE ARE APPROPRIATELY PROTECTED AS REQUIRED BY LAW, REGULATION, OR OTHER APPLICABLE REQUIREMENTS.

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.
Emails	District Board members and employees shall use their District email account when conducting District business. A District Board member or employee who receives emails related to District business on his or her personal email account shall forward all such emails to his or her District email account. [See BBI for Board member retention of electronic records]
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. The District shall follow its records control schedules, records management program, and all applicable laws regarding records destruction. However, the District shall preserve records, including electronically stored information, and suspend routine record destruction practices where appropriate and in accordance with procedures developed by the records management officer. Such procedures shall describe the circumstances under which local government records scheduled for destruction must be retained. Notification shall be given to appropriate staff when routine record destruction practices must be suspended and when they may be resumed.
Training	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.