

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”

RECORDS
MANAGEMENT
OFFICER

NOTIFICATION

RECORDS
CONTROL
SCHEDULES

WEBSITE POSTINGS

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

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.

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.

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.

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

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.
WEBSITE POSTINGS

The District shall follow its records control schedules, records management program, and all applicable laws regarding records 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.

~~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.~~