

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 176.0065. [See BBFA]
- 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 Section 201.003 (8) of the Local Government Records Act.

The ~~Board shall designate the position of~~ manager, Records and Information Management, shall serve as and perform the duties of the District’s records management officer as prescribed by Local Government Code ~~203.025~~203.023, ~~who and~~ shall administer the District’s records management program pertaining to local government records in compliance with the Local Government Records Act. [See CPC(EXHIBIT)]

*Notification*

The records management officer shall file their name with the director and librarian of the Texas State Library and Archives Commission (TSLAC) within 30 days after the date of designation.

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.

<b>Records Control Schedules</b>	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.
<b>Website Postings</b>	Website postings that are the only copy of the record that exists must be retained according to the District's records retention schedule. If the record copy is kept elsewhere (not on the District's website), then the version posted on the website is a duplicate and does not need to be retained for the full retention period.
<b>Records Destruction Practices</b>	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.
<b>Training</b>	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.