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–.2045 [See GBAA]
- Public Information Coordinator, as prescribed by Government Code 552.012 [See BBD]

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 records management officer as prescribed by Local Government Code 203.025, who 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 their name with the Director and Librarian of the Texas State Library and Archives Commission (TSLAC) within 30 days after the date of designation.

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 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.

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 document records destruction. However, the District shall preserve documents, including electronically stored information, and suspend routine record destruction practices as applicable according to 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.

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 of any applicable obligations to suspend routine record 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.

Effective Date

This policy shall be effective as of the adoption date, December 10, 2021.