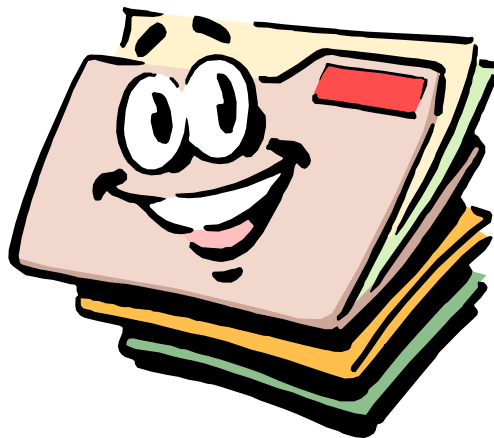




**LACKLAND**  
Independent School District

2018-2019

# **Records Management Handbook**



## **LACKLAND ISD ADMINISTRATIVE REVIEW & APPROVAL OF PROCEDURES, HANDBOOKS AND MANUALS**

In accordance with Board Policy BP (Local), the Superintendent and administrative staff shall be responsible for developing and enforcing procedures for the operation of the District. These procedures shall constitute the administrative regulations of the District.

The Superintendent or designee shall ensure that administrative regulations are kept up to date and are consistent with Board policy. The Superintendent or designee shall resolve any discrepancies among conflicting administrative regulations. In case of conflict between administrative regulations and policy, policy shall prevail.

Administrative regulations are subject to Board review but shall not be adopted by the Board. The Superintendent shall review and approve all procedures, handbooks and manuals.

<b>Handbook/Manual</b>	<b>School Year</b>	<b>Revision Date</b>
<b>Records Management Manual</b>	2018-2019	August 2018

Approved by: Signature on file  
Dr. Burnie L. Roper, Superintendent

8/14/2018  
Date

# **LACKLAND INDEPENDENT SCHOOL DISTRICT**

## **RECORDS MANAGEMENT PROGRAM**

### **Overview**

#### **Purpose:**

The purpose of this manual is to:

- set forth data quality standards for the creation, maintenance and retention of school district records
- identify roles and responsibilities related to the records management program
- establish operating procedures for the retention and destruction of records in accordance with local retention schedules
- provide resources related to the records management program

#### **Recent Changes:**

Changes and/or updates to the procedures for 2018-2019 are highlighted in **yellow**.

#### **Forms:**

All district forms and documents are highlighted in **blue**.

#### **References:**

- Texas State Library & Archives Commission (TSLAC) Retention Schedules:  
<http://www.tsl.state.tx.us/slrn/recordspubs/localrec/>

## **Introduction:**

The Local Government Records Act of 1989 [and changes that were enacted by the 74<sup>th</sup> Legislature in 1995], requires all local governments to establish a records management program by ordinance, order or resolution and filed with the Texas State Library and Archives Commission TSLAC). All local governments must file records control schedules or a written declaration of adoption of the State schedules. The deadline for compliance was January 4, 1999.

Lackland Independent School District filed its official records control schedule by the initial deadline and has continued to update its records control schedule on an annual basis. The records control schedule is categorized by "record series". A record series is a group of identical or related documents that are normally used or filed as a unit and have the same retention period. Refer to the attached Records Control Schedule for Lackland ISD.

Additional information related to the Texas State Library and Archives Commission's schedules and guidelines are available from the Internet at:

<http://www.tsl.state.tx.us/slrn/recordspubs/localrec/>

## **The Benefits of a Records Management Program are:**

- Compliance with state requirements
- Legal protection when records are destroyed
- Efficient use of office space for active records
- Affordable upkeep of inactive records
- Improved protection of vital records

## **What is a record?**

- All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the Lackland Independent School District or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of the Lackland Independent School District and shall be created, maintained and disposed of in accordance with the provisions of this plan and in no other manner.
- The term does not include:
  - (A) extra identical copies of documents created only for convenience of reference or research by officers or employees of the local government;
  - (B) notes, journals, diaries, and similar documents created by an officer or employee of the local government for the officer's or employee's personal convenience;
  - (C) blank forms;
  - (D) stocks of publications;
  - (E) library and museum materials acquired solely for the purposes of reference or display;
  - (F) copies of documents in any media furnished to members of the public to which they

are entitled under Chapter 552, Government Code or other state law;

(G) any records, correspondence, notes, memoranda, or documents, other than a final written agreement described by Section 2009.054(c), Government Code, associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a state department or institution, local government, special district, or other political subdivision of the state participated as a party, facilitated as an impartial third party, or facilitated as the administrator of a dispute resolution system or organization.

- All records as defined are property of Lackland ISD. No employee has, by virtue of his/her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal of files, or use of such records is prohibited.
- All school district records are presumed to be public unless there is a specific exception.

### What is a “record” copy and what is a convenience copy?

- In the old days, the original document was the original [record copy] and the onionskin [carbon copy] was a convenience copy, but today there are many copies of the same record which all appear to be originals.
- The record copy is the official record or the most important of the document copies. Convenience copies are all the other copies.
- Only the record copy of each record series is listed on the retention schedule with its retention period, but convenience copies have to be managed as part of the district's overall records management program.
- Remember that all records created and received in the course of doing business, even convenience copies, are considered government records in other legislation governing records in Texas.
- **For our purposes, the “record” copy is defined as the originator of the record if it was created in-district. For external mail/documents received, the “record” copy is the copy received by the original addressee.**

### What is a records request?

- A request for records may be submitted by mail, fax, email or in person. The district requires all records request to be reduced to writing. There is no prescribed form or format.
- Every campus and department should be ever vigil to ensure that all records requests, subpoena, etc. are submitted to the Records Management Officer on the same day of receipt. **Remember that the request can be in any format and can be submitted in person or via mail, person, fax, or email – so, we should all check our incoming correspondence (paper and electronic) daily.**
- Texas Government Code, Chapter 552, gives the general public the right to access government records; and an officer for public information and the officer's agent may not ask the requestor why they want them.
- All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information. Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought.

### Other definitions:

- Permanent record – means any records of Lackland ISD for which a retention period on a records control schedule is given as permanent. **These records can never be destroyed.**
- Records Control Schedule – means a document prepared by or under the authority of the Records Management Officer listing the records maintained by Lackland ISD, their retention periods, and other records disposition information that the records management program may require.
- Records management – means the application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing costs and improving the efficiency of recordkeeping.
- Retention plan – means the minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction.

## Rights of Requestors

The requestor shall have the right to:

- “Prompt” access to information that is not confidential or otherwise protected. “Prompt” means as soon as possible under the circumstances, that is, within a reasonable time, without delay. **The district may not automatically withhold for ten (10) business days public information not excepted from disclosure. Note:** If an officer for public information cannot produce the public information for inspection or duplication within ten business days after the date the information is requested, the officer shall certify that fact in writing to the requestor and set a date and hour within a reasonable time when the information will be available for inspection or duplication.
- Receive treatment equal to all other requestors, including accommodation in accordance with the Americans with Disabilities Act (ADA) requirements;
- Receive certain kinds of information without exceptions, like the voting record of public officials, and other information;
- Receive a written statement of estimated charges, when charges will exceed \$40, in advance of work being started and opportunity to modify the request in response to the itemized statement;
- Choose whether to inspect the requested information (most often at no charge), receive copies of the information or both;
- A waiver or reduction of charges if the governmental body determines that access to the information primarily benefits the general public;
- Receive a copy of the communication from the governmental body asking the Office of the Attorney General for a ruling on whether the information can be withheld under one of the accepted exceptions, or if the communication discloses the requested information, a redacted copy;
- Lodge a written complaint about overcharges for public information with the General Services Commission. Complaints of other possible violations may be filed with the county or district attorney of the county where the governmental body, other than a state agency, is located. If the complaint is against the county or district attorney, the complaint must be filed with the Office of the Attorney General.

## Responsibilities of Governmental Bodies

All governmental bodies responding to information requests have the responsibility to:

- Establish reasonable procedures for inspecting or copying public information and inform requestors of these procedures;
- Treat all requestors uniformly and shall give to the requestor all reasonable comfort and facility, including accommodation in accordance with ADA requirements;
- Be informed about open records laws and educate employees on the requirements of those laws;
- Inform requestors of the estimated charges greater than \$40 and any changes in the estimates above 20 percent of the original estimate, and confirm that the requestor accepts the charges, or has amended the request, in writing before finalizing the request;
- Inform the requestor if the information cannot be provided promptly (within 10 days) and set a date and time to provide it within a reasonable time;
- Request a ruling from the Office of the Attorney General regarding any information the governmental body wishes to withhold, and send a copy of the request for ruling, or a redacted copy, to the requestor, not later than the 10<sup>th</sup> business day after receiving the request.
- Segregate public information from information that may be withheld and provide that public information promptly;
- Make a good faith attempt to inform third parties when their proprietary information is being requested from the governmental body;
- Respond in writing to all written communications from the General Services Commission regarding charges for the information. Respond to the Office of the Attorney General regarding complaints about violations of the Act.

#### **Procedures to Obtain Information**

- Submit a request by mail, fax, email or in person according to a governmental body's reasonable procedures.
- Include enough description and detail about the information requested to enable the governmental body to accurately identify and locate the information requested.
- Cooperate with the governmental body's reasonable efforts to clarify the type or amount of information requested.

#### **A. Information to be released**

- The requestor may review the records promptly. If the records cannot be produced within 10 working days the public information officer will notify you in writing of the reasonable date and time when it will be available.
- Keep all appointments to inspect records and to pick up copies. Failure to keep appointments may result in losing the opportunity to inspect the information at the time requested.

#### **B. Cost of Records**

- You must respond to any written estimate of charges within 10 days of the date the governmental body sent it or the request is considered automatically withdrawn.
- If estimated costs exceed \$100.00 (or \$50.00 if a governmental body has fewer than 16 full time employees) the governmental body may require a bond, prepayment or deposit.
- You may ask the governmental body to determine whether providing the information primarily benefits the general public, resulting in a waiver or reduction of charges.
- Make a timely payment for all mutually agreed charges. A governmental body can demand payment of overdue balances exceeding \$100.00, or obtain a security deposit, before processing additional requests from you.

#### **C. Information that may be withheld due to an exception**

- By the 10th business day after a governmental body receives your written request, a governmental body must:
  - request an Attorney General opinion and state which exceptions apply;
  - notify the requestor of the referral to the Attorney General; and
  - notify third parties if the request involves their proprietary information.
- Failure to request an Attorney General opinion and notify the requestor within 10 business days will result in a presumption that the information is open unless there is a compelling reason to withhold it.
- Requestors may send a letter to the Attorney General arguing for release, and may review arguments made by the governmental body. If the arguments disclose the requested information, the requestor may obtain a redacted copy.
- The Attorney General must issue a decision no later than the 45th working day from the day after the attorney general received the request for a decision. The attorney general may request an additional 10 working day extension.
- Governmental bodies may not ask the Attorney General to "reconsider" an opinion.

### **Penalties for Non-compliance**

- Local Government Code Section 202.008 states "An officer or employee of a local government commits an offense if the officer or employee knowingly or intentionally violates this subtitle or rules adopted under it by destroying or alienating a local government records in contravention of this subtitle or by intentionally failing to deliver records to a successor in office. Alienation of a record is a Class A misdemeanor.
- Texas Penal Code Section 37.10 states that a person commits an offense if he/she intentionally removes a government record; sells or offers to sell a government record; or sells or offers to sell a government record with the knowledge that it was obtained unlawfully. If an individual is in possession of a local government record, the record was probably obtained unlawfully. Any such situation would certainly merit investigation.



# **LACKLAND INDEPENDENT SCHOOL DISTRICT RECORDS MANAGEMENT PROCEDURES**

## **Introduction:**

The following procedures are intended to assist the district in achieving a successful Records Management Program. Federal/state laws and School Board Policies shall override any information contained in these procedures if a conflict between the two arises. School Board Policies related to Records Management include, but may not be limited to, the following:

- CPC Legal and Local – Office Management – Records Management
- GBA Legal – Public Information Program – Access to Public Information
- GBAA Legal – Information Access – Requests for Information.
- GBAA Exhibit – Guidelines for Copy Charges

## **Record Copy Defined:**

For our purposes, the “record” copy is defined as the originator of the record if it was created in-district. For external mail/documents received, the “record” copy is the copy received by the original addressee.

## **Retention Dates:**

It is important the district establish a single annual date from which retention dates can be calculated. The date selected is September 1<sup>st</sup>. For example, the date for counting all records for the 2014-2015 school year would be September 1, 2015. This date is after the school and fiscal years for the prior year have ended.

## **District responsibilities**

- Adopt a policy to establish the district's records management program.
- Submit written notification to the TSLAC if the district intends to microfilm permanent records and subsequently destroy the records [paper copies].
- Adopt a District Records Control Schedule, Retain all Records permanently, or adopt the TSLAC Schedules and file a Declaration of Compliance.
- Properly destroy records in accordance with the Records Schedule in a manner prescribed by the TSLAC.
- Establish control procedures for electronic records, such as email. The content of the e-mail determines its placement in the files. District web pages are currently considered a “publication”, which means that every version of the web page must be maintained just like the yearbook, newsletters, and other publications.
- Establish a disaster recovery plan
- Accidental destruction (flood, fire, etc.) of records before their expiration date(s) must be submitted to the TSLAC for approval.
- Establish records of historical and audit value
- Establish a file management system, such as record series

- Designate a district Records Management Officer. The duties of the RMO are to prepare and file a records control schedule, to administer the records management program, and to provide assistance to Records Custodians for the purposes of reducing costs and improving record keeping efficiency. **The RMO for the district shall be the incumbent in the position of Chief Financial Officer.**
- Ensure that all records are covered by approved retention schedules
- Identify “record copies” to eliminate duplication and redundancy
- Ensure that Records Retention Center access is kept to a minimum

### **Campus/Department Responsibilities**

- Identify a Records Custodian. The duties of the Records Custodian is to ensure compliance with the district’s records management plan, to assemble all records for transport at year, and to facilitate the acquisition of records stored on campus/departments as requested by the District Records Management Officer.
- Prepare all records for transport to the Records Center, on an annual basis by June 15<sup>th</sup>
- Ensure that all records are covered by approved retention schedules
- Monitor the different forms that are utilized on campus/department to conduct regular business and forward new forms (as created) to the Records Management Officer
- Coordinate the campus/department records management program
- Ensure that a regular, systematic file purging and rotating system is established.
- Identify all records by position, title or office, rather than an individual’s name
- Attend an annual in-house training session regarding the district’s management plan, retention schedules, and preparation of records for transport to the Records Center
- Assist the Records Management Officer with acquisition of records maintained at the campus/department level to comply with a records request

### **Changes to the Records Retention Schedule:**

Each campus and department should be aware of the records that they are responsible for. A request to add, change, or delete a record series within their campus/department should be forwarded to the District Records Management Officer (Chief Financial Officer). For example, if a new record series comes into existence, the District Records Management Officer should be notified so that the appropriate schedules can be updated and submitted to the Texas State Library and Archives Commission for their approval.

### **Annual Purging of Records:**

Annually, by June 15<sup>th</sup>, all campus and department records should be processed for destruction (if exempt from destruction), kept an additional year at the home location, or processed for transfer to the Records Center. Note: Attendance accounting records must be forwarded to the Records Center at the end of the school year for archiving purposes.

It is recommended that records that exceed two (2) years be processed for transfer to the Records Center, unless extenuating circumstances warrant keeping the records at the campus or department. All records sent to the Records Center should be placed in a standard records storage box and labeled as noted below:

Campus/Department _____		
Type of Record _____		
Box _____ of _____	Destruction year _____	

The following activities should be scheduled on an annual basis:

- The district RMO should schedule an annual update of the records retention plan and the archival and removal of records (fall of each year).
- The district RMO should submit all changes to the district's records retention plan to the State Library and Archives Commission for their approval.
- The district RMO should schedule the destruction of expired records (spring of each year). Note: If any records on the destruction schedule are Special Education records, a notice to the public must be published in accordance with state and/or federal guidelines.

### **Storage of Records:**

A secure area at the district's warehouse has been established to store records that are not regularly referenced. Some permanent records, such as employee and student files, will be maintained at the appropriate campus and/or department. All permanent records should be maintained in a safe environment. Fire proof file cabinets and/or vaults should be utilized if financially feasible. Access to the records at the Records Center should be restricted to authorized staff. Campuses and departments shall implement guidelines to restrict unauthorized access to records maintained at their campus and/or department.

### **Destruction of Records:**

Since keeping records beyond the designated destruction period wastes space and creates additional liability for the district, all records will be destroyed in the year they are scheduled for destruction. When records are to be disposed of, in conjunction with the approved retention periods, each campus and department records liaison should be provided a list of the records scheduled for destruction for their review. Public notices, when required by law prior to destruction, will be provided in a locally published newspaper.

### **The methods of destruction allowed by the state include:**

- (a) A local government record may be destroyed by burning, shredding, pulping, or burial in a landfill or by sale or donation for recycling purposes except as provided by Subsection (b).
- (b) Records to which public access is restricted under Chapter 552, Government Code, or other state law may be destroyed only by burning, pulping, or shredding.
- (c) A local government that sells or donates records for recycling purposes shall establish procedures for ensuring that the records are rendered unrecognizable as local government records by the recycler.
- (d) The director and librarian may approve other methods of destruction that render the records unrecognizable as local government records.

**Only records that are designated by the State Library and Archives Commission as “exempt from destruction request requirement” may be destroyed at the end of the school year without listing the records on the Destruction Schedule.** All records must be forwarded to the Records Center for archival and destruction according to the district’s records retention plan.

**Disaster Recovery:**

Properly stored records should be safe from catastrophic losses. However, if a loss of records does occur, a report should be made with the district’s RMO immediately. The district’s RMO should submit the proper forms to the State Library and Archives Commission.

# Policy for Records Management Requirements for Electronic Mail

## Section 1. Introduction

This policy applies to e-mail used within the agency and e-mail used conjointly with the Internet, and does not supersede any state or federal laws, or any other agency policies regarding confidentiality, information dissemination, or standards of conduct. Generally, e-mail should be used only for legitimate District business; however, brief and occasional e-mail messages of a personal nature may be sent and received if the following conditions are met.

## Section 2. General Guidelines

Personal use of e-mail is a privilege, not a right. Abuse of the privilege may result in appropriate disciplinary action. Employees need to keep in mind that all e-mail is recorded and stored along with the source and destination. Management has the ability and right to view employees' e-mail. Recorded e-mail messages are the property of the District. Thus, they are subject to the requirements of the Texas Public Information Act and the laws applicable to State records retention. Employees should be aware that when sending an e-mail message of a personal nature, there is always the danger of the employees' words being interpreted as official agency policy or opinion. Therefore, when an employee sends a personal e-mail, especially if the content of the e-mail could be interpreted as an official agency statement, the employee should use the following disclaimer at the end of the message:

"This e-mail contains the thoughts and opinions of (employee name)  
and does not represent official (agency name) policy."

[OPTIONAL]If the content of the e-mail contains sensitive or confidential information the employee may use the following message at the end of the message:

"This message contains information which may be confidential and privileged. Unless you are the addressee (or authorized to receive for the addressee), you may not use, copy or disclose to anyone the message or any information contained in the message. If you have received the message in error, please advise the sender by reply e-mail and delete the message."

## Section 3. Restrictions (Optional)

Personal e-mail should not impede the conduct of District business; only incidental amounts of employee time--time periods comparable to reasonable coffee breaks during the day--should be used to attend to personal matters. Racist, sexist, threatening, or otherwise objectionable language is strictly prohibited. E-mail should not be used for any personal monetary interests or gain. Employees should not subscribe to mailing lists or mail services strictly for personal use. Personal e-mail should not cause the state to incur a direct cost in addition to the general overhead of e-mail. District-wide emails must be approved by the Superintendent and campus-wide emails must be approved by the Campus Principal.

## Section 4. Policy

It is the policy of Lackland ISD to provide for the efficient, economical and effective management of electronic mail records in accordance with Texas Administrative Code (TAC), Chapter 13, Sections 6.91-6.97 (State Agency Bulletin Number One, Electronic Records Standards and Procedures). TAC Chapter

13, Section 6.92(c), provides that the agency head or designated records management officer must administer a program for the management of records created, received, retained, used, or disposed on electronic media.

The Lackland ISD desires to adopt a policy for that purpose and to prescribe guidelines and procedures for the management of electronic mail consistent with the Electronic Records Standards and Procedures and in the interest of cost-effective and efficient recordkeeping, including long-term records retention for the Archives of the State.

## **Section 5. Definitions**

(1) Electronic mail message-A record created or received on an electronic mail system including brief notes, more formal or substantive narrative documents, and any attachments which may be transmitted with the message.

(2) Electronic mail receipt data-Information in electronic mail systems regarding the date and time of receipt of a message, and/or acknowledgment of receipt or access by addressee(s).

(3) Electronic mail system-A computer application used to create, receive, retain and transmit messages and other records. Excluded from this definition are file transfer utilities.

(4) Electronic mail transmission data-Information in electronic mail systems regarding the identities of sender and addressee(s), and the date and time messages were sent.

(5) Electronic media-All media capable of being read by a computer including computer hard disks, magnetic tapes, optical disks, or similar machine-readable media.

(6) Electronic record-The information that is maintained in electronic format in a computer for computer processing and the product of computer processing of that information that satisfies the definition of a state record in the Government Code §441.180.

(7) Electronic records system-Any information system that produces, manipulates, and stores state records by using a computer.

(8) Mailing list service-An electronic mailing list hosting service (e.g., Listserv) used for discussions and announcements within a specified group of individuals. Subscribers to the service participate by sending information to and receiving information from the list using electronic mail messages.

(9) Records management officer-The person who administers the records management program established in each state agency under the Government Code, §441.183.

(10) State record-Any written, photographic, machine-readable, or other recorded information created or received by or on behalf of a state agency or an elected state official that documents activities in the conduct of state business or use of public resources. The term does not include:

(A) library or museum material made or acquired and maintained solely for reference or exhibition purposes;

(B) an extra copy of recorded information maintained only for reference; or

(C) a stock of publications or blank forms.

## **Section 6. Scope**

This policy applies to any electronic mail messages created, received, retained, used, or disposed of using the Lackland ISD electronic mail system.

## **Section 7. Retention Requirements**

The Lackland ISD approved retention schedule lists the record series that are created and the retention period for each series. **It is the content and function of an e-mail message that determines the**

**retention period for that message.** All e-mail sent or received by an agency is considered a District record. Therefore, all e-mail messages must be retained or disposed of according to the agency's retention schedule. E-mail systems must meet the retention requirements found in TAC 6.94(e). E-mails generally fall into several common record series categories. These are:

(1) **Administrative Correspondence**, 1.1.007 - Incoming/outgoing and internal correspondence, in any format, pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies and procedures that govern them. Subject to Archival review. **Retention: 4 years.**

(2) **General Correspondence**, 1.1.008 - Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency. **Retention: 2 years.**

(3) **Transitory Information**, 1.1.057 - Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an on-going records series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Examples of transitory information are routine messages (can be recorded on any medium, such as hard copy message slips or in an electronic format on e-mail and voice mail); internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific agency transaction.

**Retention: AV (Administratively Valuable - after purpose of record has been fulfilled). Lackland ISD has determined this time period to be a maximum of 30 days.**

## **Section 8. User Responsibilities**

It is the responsibility of the user of the e-mail system, with guidance and training from the Director of Technology and Records Management Officer, to manage e-mail messages according to the agency's retention schedule. It is the responsibility of the sender of e-mail messages within the agency's e-mail system and recipients of messages from outside the agency to retain the messages for the approved retention period. Names of sender, recipient, date/time of the message, as well as any attachments must be retained with the message. Except for listserv mailing services, distribution lists must be able to identify the sender and recipient of the message. User responsibilities may be mitigated by the use of a server level automated classification system.

## **Section 9. Maintenance of Electronic Mail**

The District shall facilitate the archival of all [sent and received] emails with the acquisition of an email storage and retrieval system. All emails shall be archived [as they are sent and received] on the email server for retention purposes.

**The recommendations listed for retention by the originator and/or receiver of emails is suggested, but not required, due to the mass archival of all emails.** Records created using an e-mail system may be saved for their approved retention period by one of the following:

- (1) Print message and file in appropriate hard copy file.
  - If the retention period is greater than 3 years, the email contents should be printed and filed and retained with the appropriate documents.
  - If the email subject falls under a specific record or retention period, the email should be printed and filed with the appropriate records. For example, if a parent sends an email that grants permission for their son/daughter to attend a field trip, that email

should be printed and filed with the other parent permission slips. The retention period of a parent permission slip is 2 years after the field trip.

(2) Place email in folders and save on personal network drive or C:drive.

- Three (3) folders have been designated for electronic retention of emails. The three folders are:
  - **20XX-20XX - AC – Administrative Correspondence,**
  - **20XX-20XX - GC – General Correspondence, and**
  - **20XX-20XX - TI – Transitory Information**
- The school year should follow the folder name.
- For email correspondence purposes, the school year will be defined as: July 1<sup>st</sup> through June 30<sup>th</sup>.

### **Section 10. Disposition of Electronic Mail**

The process for the legal disposition of state records (including electronic mail) is subject to the same documentation requirements as any other format or medium. This usually requires agency permission and some type of disposition log to adequately document disposition and destruction of electronic records. Section 6.95 of the Electronic Records Standards and Procedures (relating to the Final Disposition of Electronic State Records) states that:

(b) An electronic state record that is an archival record must be maintained by the agency through hardware and software migrations and upgrades as authentic evidence of the state's business in accessible and searchable form, except as otherwise determined by the state archivist.

(d) A state agency must establish and implement procedures that address the disposition of an electronic mail record by staff in accordance with its approved records retention schedule and, specifically, must establish guidelines to enable staff to determine if an electronic mail record falls under transitory information (records series item number 1.1.057) on the agency's approved records retention schedule in order to encourage its prompt disposal after the purpose of the record has been fulfilled.

- On July 1<sup>st</sup> of each year, the technology department will archive all previous school year emails, delete the folders from individual email accounts, and create the new school year folders. The technology department will document the mass destruction of emails on an appropriate log.
- The technology department will assist the HR department in modifying employee exit procedures to include appropriate handling of email.

Questions related to the Lackland ISD Records Management Program should be directed to the District Records Management Officer (RMO), Rebecca Estrada, at 357 5005, or via email at [estrada.r@lacklandisd.net](mailto:estrada.r@lacklandisd.net).



## Personnel & Payroll File Distribution & Retention (Quick Reference Guide)

Required	Life of Record	Comments
<b>Individual Employee Records:</b>		
Absence from duty reports	4 years	
Certification: Nonrenewable permit	Date of expiration or denial, + 1 year	
Certification: Applications for professional and paraprofessional certificates/permits	AV	
Certification: Out of state, deficiency plans, etc.	Until replaced by Texas teaching certificate or Date of Sep + 5 yds	
Certification: Alternative certification documents	Date of completion, withdrawal, discharge or release from program + 5 years	
Audit Verification Cards	US, but most recent one is PERMANENT	
Appraisals: Teachers	PERMANENT	Prior to 1983-84 refer to GR1050-21
Appraisals: Observation/evaluation forms	US + 2 years or Date of Sep + 2 yds	Whichever is sooner
Appraisals: Notes taken by appraisers	Date teacher signs for receipt of observation/evaluation form + 2 years	
Appraisals: Professional growth plans	4 years	
Appraisals: Grievances and responses	The same period as the appraisal that they pertain to	
<b>Service Record</b>		
Criminal history checks	Must be destroyed 1 year after received or date of information used	Whichever is sooner
<b>Staffing Records:</b>		
Personnel rosters – assignments, courses, etc.	3 years	
Substitute teaching rosters	3 years	
PEIMS Data Submissions	5 years	
Teacher Service Records (FIN-115)		
<b>Miscellaneous:</b>		
Affirmative Action Plans	5 years	
Aptitude and skills tests	US + 2 years	
Aptitude and skills tests records (tests taken)	Date of creation or personal action	Whichever is later + 2 years
Awards (individual awards)	Date of separation + 5 years	
Certificates or licenses (maintenance, drivers)	US or separation + 5 years	
Employee counseling records	3 years after termination of counseling	
Employee disciplinary records	2 years after case closed or action taken	
Employee pension and benefit records	Termination of plan + 1 year	
Employee enrollment forms (403b)	Date of separation + 75 years	
Employee enrollment forms (life, health, accidental and disability insurance)	Termination of coverage + 4 years	
Employee enrollment (any other benefit)	US or separation + 2 years	
Employee recognition program selection committee report	2 years	
Employee security records (issuance of keys, ID cards, passes, etc.)	US, date of expiration or date of separation + 2 years	
Employee selection records (interview notes, applicant rosters, rankings, etc.)	2 years from creation or receipt of record or the personnel action	Whichever is later
Employee Service Records, FIN-115	Date of separation + 75 years	
Employment advertisements (job postings)	2 years	

Employment applications	2 years from creation or receipt of record or personnel action	Whichever is later
Employee transcripts (if required for employment) – teachers and paraprofessionals	Date of separation + 5 years	
Employment contracts	Last effective date of contract + 4 years	
EEOC reports	3 years	
EEOC cases filed against district	Resolution of case + 3 years	
Equal Pay Records (documentation compiled to monitor compliance)	2 years	
Fingerprint cards	Date of separation + 5 years	
Grievance records (employee)	Final decision + 2 years	
Employee job evaluations	US + 2 years or date of separation + 2 years, whichever is sooner	Teachers evaluations=PERMANENT
Medical and exposure reports (job applicants)	2 years from date of creation or personnel action	Whichever is later
Medicare and exposure reports (exposed to toxic substances, bloodborne pathogens, etc.)	Date of separation + 30 years	Other exposures – Us + 2 years
Environmental, biological and safety monitoring reports	30 years	
Records of controlled substances and alcohol use and testing (Drivers with alcohol concentration greater than .02)	5 years	If less than .02 = 1 year
Records of controlled substances and alcohol use and testing (process)	2 years	
Personnel Action Memos (change of personnel)	2 years from the date of creation or the personnel action	Whichever is later
Personnel studies and surveys (projections)	3 years	
Job descriptions	US or position abolished + 4 years	
Personnel requisitions	2 years	
Position staffing and vacancy reports	US	
Reduction in force plans (and documentation)	US, or if implemented, 2 years from last RIF action under the plan	
Training records (certificates, transcripts, etc.)	Date of separation + 5 years	
Training records (in-house training programs)	2 years	
Unemployment compensation claims	After claim closed + 5 years	
Verification of Employment Eligibility (I-9)	3 years from hire or 1 year after separation	Whichever is later
Work schedules (duty days schedule)	1 year	
Workers compensation claims (DWC forms, reports and logs)	CE + 5 years	
Workers compensation claims (filed by employees) – if district is self-insured	CE of closure of claim + 50 years	
Workers compensation claims (filed by employees) – if district is <b>not</b> self-insured	CE + 5 years	
Financial disclosure forms (filed by employees or officers)	Date of separation + 2 years	
Public access forms (filed by employees)	US	
Employee exit interviews	Date of separation + 2 years	
Criminal history records	End of employee's probationary period or after immediate purpose has been fulfilled	
Employee acknowledgement forms	US or date of separation + 2 years	Employee handbook & policies
Unsolicited resumes	AV	
Volunteer service files	US or date of separation + 3 years	
License and driving record checks	Us or date of separation	
Labor Statistics Reports	3 years	
Americans with Disabilities Act (ADA)	3 years	

<b>Payroll Records</b>		
Deduction Authorizations	4 years after sep or 4 years after amendment, expiration or termination	Whichever is sooner
Earnings and Deduction records (master payroll record)	5 years	
Earnings and Deduction records (pension and deferred compensation deductions)	Date of separation + 75 years	
Federal and state tax forms and reports (W4 Forms)	4 years after separation or 4 years after for amended	Whichever is sooner
Federal and state tax forms and reports (W2, 1099 reports and EFTPS records)	4 years after tax due or date tax paid	Whichever is later
Leave records (state leave)	Date of separation + 75 years	
Leave records (vacation, comp time, sick, FMLA and other leaves)	FE + 5 years	
Payroll action memos	2 years from the date of creation or personnel action	Whichever is later
Payroll adjustments or status changes	FE + 3 years	
Timekeeping records (time cards)	4 years	
Time change records (overtime approvals)	2 years	
Reimbursables (travel, tuition, or other employee reimbursable expenses)	FE + 5 years	
Wage and Salary Tables (pay scales)	2 years after last effective date	If listed on Service Record
Wage and Salary Tables (pay scales)	Date of separation + 75 years	If <b>not</b> listed on Service Records

## General Administration, Finance & Operations Records – Retention Periods

### (Quick Reference Guide)

Required	Life of Record	Comments
<b>Governance</b>		
School Board meeting agendas (Open)	2 years	If the minutes describe each matter & reference to agenda is not required
School Board meeting agendas (Open)	PERMANENT	If the minutes do not describe each matter and reference to an agenda is required
School Board meeting agendas (Closed)	2 years	
School Board meeting minutes	PERMANENT	Refer to GR Schedule for retention of audiovisual recordings
School Board meeting minutes – supporting documentation	2 years	
School Board meeting minutes (Notes taken)	90 days after approval of minutes	Some supporting documentation may require longer retention period or PERMANENT for historical purposes
School Board meeting notices	2 years	
School Board adopted ordinances, orders and resolutions	PERMANENT	
School Board Proclamations	2 years	
School Board public comment forms (sign-in-sheet)	2 years	
<b>General Records (Administrative)</b>		
Accident reports on district property (adults)	3 years from date of report if no claim files	3 years after settlement of denial of claim if filed
Accident reports on district property (minors)	Date minor reaches majority age + 3 yrs if no claim filed	3 years after settlement or denial of claim if filed
Affidavits of publications (legal notices)	2 years	
Complaints received from public	Resolution or dismissal of complaint + yrs	
Contracts, leases and agreements	4 years after expiration or termination	
Administrative correspondence (incoming and outgoing) – Policies and procedures	4 years	
Administrative correspondence (incoming and outgoing) – regular operations	2 years	
Correspondence – internal	AV	
Deeds and Easements	PERMANENT	
Insurance policies (all lines)	4 years after expiration	Liability, auto, property, etc.
Legal opinions (formal) issued by legal counsel or Attorney General	PERMANENT	
Litigation cases	AV after final dismissal or decision	
Minutes of internal staff meetings	AV	
Public relations notices, press releases, etc.	2 years	
Public Information requests	Date request fulfilled or withdrawn + 1 yr	Non-exempted records – if exempted - + years
Organization charts	US	
Permits and licenses – including Certificates of Insurance	Expiration, cancelation, revocation or denial + 2 years	
Photos, images, videos, etc.	AV	
Policy and procedure documentation	US, expired, or discontinued + 5 years	

Publications (newsletters, reports, etc)	One copy of each PERMANENT	Refer to GR Schedule for exemptions
Records management control schedules	US	Includes list of inventory
Records destruction schedule	PERMANENT	
Reports (annual, sub-annual or irregularly prepared that are submitted to School Board)	Range from 1 year to PERMANENT	Refer to GR Schedule for details
Conflict of Interest and Conflict disclosure statements (CIS & CIQ)	Date of filing, + 3 years	
Calendars, appointment and itinerary records purchased with district funds for work activities	CE + 1 year	Even if calendar purchases with personal funds but used to record work activities
Insurance claims (all lines of coverage)	Settlement or denial of claim + 3 years	
Customer surveys (parent, students & staff)	Issuance of report on results of survey + 3 years	
Release of records (not PIA) – such as employment verification	Date records produced + 1 year	
Committee records (not subject to Open Meetings Act)	2 years	
<b>Financial Records</b>		
Annual financial audit including special audits	PERMANENT	
Audit working papers	3 years after audit has been resolved	
Bank security records (pledges, depository contracts, statements, etc.)	4 years after termination, expiration or release of contractual obligations	
Bond administrative records	PERMANENT	
Annual budgets, including special budgets	PERMANENT	
Annual budget workpapers	3 years	
Budget reports (expenditures and encumbrances)	2 years	
Budget change documentation	2 years	
Capital asset records (initial cost and disposition)	FE of date of disposal + 5 years	
Capital assets (costs and depreciation)	FE + 5 years	
Capital asset inventories	US + 3 years	
Capital assets – sale, auction or disposal	1 year	
Financial reports (monthly, bi-monthly, quarterly or semi-annual reports)	FE + 3 years	
Financial reports (annual, long range or capital improvement)	PERMANENT	
Grant records (applications, financial, performance, compliance reports, etc.)	FE + 5 years	
Grant records – reports, planning, correspondence, etc.	3 years	
Grant records (unsuccessful applications)	AV	
Investment transactions	FT + 5 years	
Accounting policy, procedure or other documents regarding methodology	US, expired, discontinued + 5 years	
Accounts payable and disbursement records	FE of date of final payment + 5 years	Includes purchase of capital assets
Disbursements to federal, state or other government agencies (Comptroller, IRS, TRS, etc.)	FE of period covered by reports + 3 years	
Accounts receivable records	FE of date of receipt + 5 years	
Accounts receivable written off	FE of write-off date + 5 years	
Banking records (statements, deposit slips, reconciliations, interest, etc.)	FE + 5 years	
Cost allocation (including interdepartmental or interfund transactions)	FE + 5 years	
General ledger and subsidiary ledgers	FE + 5 years	

Unclaimed property documentation	Date on which property is reportable + 10 years	
<b>Food Service Records</b>		
Certificates of Authority	Date rescinded or terminated + 5 years	
Daily record of meals served by full, free and reduced	End of program year + 5 years	
Food and equipment inventory records	End of program year + 5 years	
Applications from parents for free/reduced meals, rosters and list of eligible students	End of program year + 5 years	
Policy statements on free and reduced-price meals	US + 5 years	
Health inspection records	End of program year + 5 years	
Daily menus and planning records	End of program year + 5 years	
<b>Purchasing records</b>		
Bids and proposals (awarded)	FE of award + 5 years	
Bid and proposals (unsuccessful bids)	2 years	
Informal bid estimates, quotes, etc.	1 year	
Requests for Information (RFIs)	AV after date of purchase, issuance of bid or decision to not procure)	
Parts and supplies inventories	1 year	
Purchase orders, requisitions and receiving reports	FE + 5 years	
Purchase order log	FE + 3 years	
Purchasing packing lists	AV	
Vendor and commodity lists	US	
W-9 forms (received from vendors)	Date account is opened or date instrument purchased + 3 years	
<b>School Safety Records</b>		
Evacuation and fire drill exit plans	US	
Fire drill records	3 years	
Fire safety inspection reports	5 years	
<b>Textbooks &amp; IMA</b>		
Textbook inventory	US + 1 year	
Book cards or records with distribution records (issuance and collection from students)	End of school year or date of WD + 3 years	
Textbook transfers from campus to campus	End of school year	
Notification or reports of state-owned textbooks that have been destroyed	2 years	
Requisitions for textbooks and IMs	FE + 2 years	
Textbook sales and disposition records	FE + 2 years	
Disposition by donation or destruction	AV	
<b>Transportation</b>		
Driver medical exam reports	US + 3 years	
School bus driver training certifications	US, expires or termination + 5 years	
Drivers' license record checks	US or date of separation + 2 years	
Eligible Rider documentation	3 years	
Pupil Transportation reports – annual report to TEA (Route Services)	3 years	
Route descriptions	US + 3 years	
Vehicle maintenance records (license numbers, titles, odometer readings, fuel, repairs, etc.)	LA (Life of Asset) + 1 year	
Vehicle maintenance & service	2 years	
Daily activity reports (shop personnel)	2 years	
School bus usage reports for extracurricular activities, field trips, etc.	2 years	
Pupil Transportation reports – annual report to	FE + 5 years	

<b>TEA (Operations Reports)</b>		
School bus surveillance video (no incident)	AV	
School bus surveillance video (incident)	30 days after incident resolved or verdict is rendered	
<b>Facility, Vehicle &amp; Equipment Management</b>		
Property damage reports	3 years	
Construction project records (plan, design, drawings, contracts, etc.)	LA + 10 years	
Maintenance, repair and inspection records	Routine = 1 year; maintenance and repair = life of asset	Facilities, vehicles and equipment
Maintenance (cleaning, janitorial, inspection)	Routine = 1 year; maintenance and repair = 5 years	
Service or work order requests	2 years	
Usage reports (fuel consumption, mileage)	FE + 5 years	
Usage reports (facility rentals, or other use)	2 years	
Vehicle and equipment assignment records (assigned or used by employees)	After return or reassignment + 2 years	
Visitor control registers	3 years	
Vehicle and equipment warranties	Expiration of warranty + 1 year	
Vehicle titles and registrations	LA	
Surveillance videos	AV	If related to an investigation, retain with investigation file
Equipment manuals (owner's manuals)	LA	
<b>Communication Records</b>		
Postal meter and permit usage records	1 year	
Registered, certified and special delivery receipts, including express delivery	1 year	
Telephone logs (including fax transmissions)	FE + 5 years	If the report is used for cost allocation
Telephone logs (including fax transmissions)	1 year	If <b>not</b> used for cost allocation
E-Rate records	FE + 10 years	
Directory information	US, expired or discontinued	
<b>Workplace Safety Records</b>		
Bloodborne Pathogens training records	3 years	
Facility chemical lists (hazardous chemicals present in the district)	30 years	
Hazardous communication plans	US + 5 years	
Hazardous materials training records	5 years	
Material Safety Data Sheets (MSDS)	AV after receipt of updated sheet or the hazardous chemical is no longer present	
Disaster Preparedness and Recovery Plans	US	
<b>Information Technology Records</b>		
Electronic data audits	Until audit requirement met	
Hardware documentation (operating manuals)	Until electronic records are transferred and made usable in new environment	
Information System/Database records	Same as above	
Software programs	Same as above	
System security records (individual access)	US, date of expiration or date of separation + 2 years	
Data entry documents	Until all data has been entered and verified	
Network circuits inventories & implementation records	US	
Operating system and hardware conversion plans	2 years after completion of conversion	
Internet cookies, history files (web sites)	AV	

Software registrations, warranties and license agreements	LA + 3 years	
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## Student Records – Retention Periods (Quick Reference Guide)

Required	Life of Record	Comments
<b>Student Records:</b>		
Cumulative Record-Grades PK-8	Date of wd, + 5 yrs	If K-8 student has 9-12 course credit maintain PERMANENT.
Academic Achievement Record 9-12	PERMANENT	
Date of Birth documentation	Admin. Valuable (AV)	
Custody Documents	Until student is 18 yrs, or date of WD + 2 years	Whichever is later
Enrollment/registration forms	US or Date of wd, + 5 yrs	Whichever is later
Home language surveys	Date of wd, + 5 yrs	
Parental permission records-field trips	Until cessation of activity + 2 yrs; or if annually renewable US+2 yrs	If accident occurs, refer to Accident Reports
Withdrawal/record transfer forms	AV for sending & receiving ISDs	
Tests (STAAR,etc), if label affixed to PRC	1 yr after affixing label	
Tests (STAAR,etc), no label, grades 9-12	PERMANENT	
Tests (STAAR,etc), no label, grades PK-8	Date of wd, + 5 yrs	
Other tests (reading/math profiles)	Date of wd, + 5 yrs	
Test district summaries	3 years	
Test accommodation requests, etc.	1 year	
Test administration irregularities, etc.	Date of test administration = 5 yrs	
<b>Attendance:</b>		
Correspondence from parents ref abs	AV	
Correspondence w/ courts ref compulsory	2 years	
Attendance hearings and appeals	Date of decision + 2 years	
Attendance officer's logs ref home visits	2 years	
Transfers between districts	5 years	
Attendance reports submitted to TEA	5 years	
<b>Student Health:</b>		
Accident reports	3 years after settlement of claim or 3 yrs after age 18 if no claim	Whichever is applicable
Correspondence with parents ref health issues	2 years	
Cumulative health cards	Date of wd + 7 years or 21 <sup>st</sup> birthday	Whichever is later
Emergency cards	US or date of WD	Whichever is sooner
Exclusion from participation documents-Medical reasons	1 year from Dr signature or date of WD	
Exclusion from participation documents-Conscience-based	Date of affidavit notarized + 2 years or date of WD	Whichever is sooner
Verification from physician ref testing (sight..)	Date of wd + 2 years	
Health screening documentation - worksheets	AV after entry on cum health card	Exempt
Vision, hearing and spinal screening	2 years	
Immunization records	Date of wd + 2 years	
Physician referrals and reports	AV after entry on cum health card	
Reports to law enforcement agencies	2 years	
Logs or reports of medications or treatments	3 years	
Parent requests and Dr authorizations	End of request period + 2 years	
Annual report of immunization status	3 years	

<b>Instruction:</b>		
Curriculum guides	US	
Grade books	1 year after entry in AAR or CR	
Grade reports - principal's report, ranking, etc	AV	Exempt
Report cards	1 year after entry in AAR or CR	At PK-8 if no CR, keep Date of wd + 5
Lesson plans-Teacher-specific documents	Until end of school year	
<b>Discipline &amp; Counseling:</b>		
Discipline records – regarding DAEP, suspension or expulsion	5 years	
Discipline records – other than DAEP, suspension and expulsion	AV	
Guidance and counseling - individual files	AV, unless for spec program	If special program or federal funds, 5 years
Law enforcement notifications of student arrest (primary or secondary school)	Destroy at the end of the school year in which notification was issued	
<b>Special Populations:</b>		
<b>Special Education</b>		
Enrollment lists and rosters	7 years	
Student records	Cessation of svcs + 7 years	
Student records, grades 9-12	Permanent	Name, address, ID, SSN, and grades only
<b>Bilingual Education</b>		
Student records	Cessation of svcs + 5 years	
<b>Gifted &amp; Talented</b>		
Student records	Cessation of svcs + 5 years	
<b>Section 504 Program</b>		
Student records	Cessation of svcs + 5 years	
<b>Dyslexia Program</b>		
Enrollment lists and rosters	Cessation of svcs + 5 years	
Student records	Cessation of svcs + 5 years	
<b>Other</b>		
Impact Aid Survey Forms	5 years if eligible, otherwise AV	
Video surveillance, sp ed settings	3 months	TEC 29.022 (e)
McKinney Homeless student records	5 years	
Civil rights data collection (CRDC)	After submission of data + 5 yrs	
Accreditation reports	AV after subsequent accreditation	
Accreditation investigative reports	PERMANENT	
District Improvement Plan (DIP)	US + 5 years	
Campus Improvement Plan (CIP)	US + 2 years	
<b>Miscellaneous:</b>		
Waivers, approved by TEA	5 years	
Waivers, submitted, but not granted	AV	
School Calendar	US + 2 years	
UIL Records: schedules, rosters, participation	2 years	Academic, music, and athletic contests governed by the UIL NHS, Student Council, etc.
Extracurricular activities: Selection	2 years	
Drug & alcohol tests (students) – negative results	1 year	
Drug & alcohol tests (students) – positive results or refusal form	Date of WD or 5 years	Whichever is sooner
Visitor logs – documenting visitors	3 years	
Parking decal and permit records	US or expiration of permit	

<b>Library Records</b>		
Accession/Deaccession records	AV	
Borrower registration records	AV	
Circulation records	AV	
Interlibrary lending and borrowing	AV	
Inventory lists – shelf lists records	US	
Library catalogs	US	

**DISCLAIMER NOTE:** This quick reference was compiled in very general terms from the GR and SD Schedules published by the Texas State Library & Archives Commission (TSLAC). The most recent GR and SD Schedules should be used as the official reference when archiving and/or destroying records. [Links below]

[GR Schedule](#)  
[SD Schedule](#)

#### **ABBREVIATIONS USED IN THIS SCHEDULE**

AV - As long as administratively valuable  
FE - Fiscal year end  
TAC - Texas Administrative Code  
US - Until superseded  
LA – Life of asset  
CE – Calendar year end

### GUIDELINES FOR COPY CHARGES

The charges in this exhibit, to recover costs associated with providing copies of public information, are based on estimated average costs to governmental bodies across the state. When actual costs are 25 percent higher than those used in these rules, governmental bodies other than agencies of the state may request an exemption in accordance with 1 TAC 70.4.

**Copy charges are as follows:**

Standard-paper copy. The charge for standard-paper copies reproduced by means of an office machine copier or a computer printer is \$.10 per page or part of a page. Each side that has recorded information is considered a page.

1. Nonstandard copy. The charges for nonstandard copies are:

- a. Diskette — \$1.00
- b. Magnetic tape — actual cost
- c. Data cartridge — actual cost
- d. Tape cartridge — actual cost
- e. Rewritable CD (CD-RW) — \$1.00
- f. Non-rewritable CD (CD-R) — \$1.00
- g. Digital video disc (DVD) — \$3.00
- h. JAZ drive — actual cost
- i. Other electronic media — actual cost
- j. VHS video cassette — \$2.50
- k. Audio cassette — \$1.00
- l. Oversize paper copy (e.g., 11" x 17", greenbar, bluebar, not including maps and photographs using specialty paper) — \$.50
- m. Specialty paper (e.g., Mylar, blueprint, blueline, map, photographic) — actual cost

**Personnel charges are as follows:**

1. If a particular request requires the services of a programmer in order to execute an existing program or to create a new program so that requested information may be accessed and copied, the District may charge for the programmer's time. The hourly charge for a programmer is \$28.50 an hour, which includes fringe benefits. Only programming services shall be charged at this hourly rate. Districts that do not have in-house programming capabilities shall comply with requests in accordance with Government Code 552.231. [See CQ] Lackland ISD 015913
2. The charge for labor costs incurred in processing a request for public information is \$15.00 an hour, which includes fringe benefits. The labor charge includes the actual time to locate, compile, and reproduce the requested information.
3. A labor charge shall not be billed in connection with complying with requests that are

for 50 or fewer pages of paper records, unless the documents to be copied are located in two or more separate buildings that are not physically connected to each other or a remote storage facility. For purposes of this provision, two buildings connected by a covered or open sidewalk, an elevated or underground passageway, or a similar facility, are not considered to be separate buildings.

4. A labor charge shall not be recovered for any time spent by an attorney, legal assistant, or any other person who reviews the requested information:
  - To determine whether the District will raise any exceptions to disclosure of the requested information under Government Code, Subchapter C, Chapter 552; or
  - To research or prepare a request for a ruling by the attorney general's office pursuant to section 552.301 of the Government Code. [See CQ]
5. When confidential information pursuant to a mandatory exception of the Act is mixed with public information in the same page, a labor charge may be recovered for time spent to redact, blackout, or otherwise obscure confidential information in order to release the public information. A labor charge shall not be made for redacting confidential information for requests of 50 or fewer pages, unless the request also qualifies as a labor charge pursuant to Government Code 552.261(a)(1) or (2).

**Overhead charges are as follows:**

1. Whenever any labor charge is applicable to a request, the District may include in the charges direct and indirect costs, in addition to the specific labor charge. This overhead charge would cover such costs as depreciation of capital assets, rent, maintenance and repair, utilities, and administrative overhead. If the District chooses to recover such costs, a charge shall be made in accordance with the methodology described in item 3 below. Although an exact calculation of costs will vary, the use of a standard charge will avoid complication in calculating such costs and will provide uniformity for charges made statewide.
2. An overhead charge shall not be made for requests for copies of 50 or fewer pages of standard paper records unless the request also qualifies for a labor charge pursuant to Government Code 552.261(a)(1) or (2).
3. The overhead charge shall be computed at 20 percent of the charge made to cover any labor costs associated with a particular request. For example, if one hour of labor is used for a particular request, the formula would be as follows: Labor charge for locating, compiling, and reproducing,  $\$15.00 \times .20 = \$3.00$ ; or programming labor charge,  $\$28.50 \times .20 = \$5.70$ . If a request requires one hour of labor charge for locating, compiling, and reproducing information ( $\$15.00$  per hour); and one hour of programming labor charge ( $\$28.50$  per hour), the combined overhead would be:  $\$15.00 + \$28.50 = \$43.50 \times .20 = \$8.70$ .

**Microfiche and microfilm charges are as follows:**

1. If the District already has information that exists on microfiche or microfilm and has copies available for sale or distribution, the charge for a copy must not exceed the cost of its reproduction. If no copies of the requested microfiche or microfilm are available and the information on the fiche or film can be released in its entirety, the District should make a copy of the fiche or film. The charge for a copy shall not

exceed the cost of reproduction. Districts that do not have in-house capability to reproduce microfiche or microfilm are encouraged to contact the Texas State Library before having the reproduction made commercially.

2. If only a master copy of information in microform is maintained, the charge is \$.10 per page for standard-size paper copies plus any applicable labor and overhead charge for more than 50 copies.

**Remote document retrieval charges are as follows:**

1. Due to limited on-site capacity of storage of documents, it is frequently necessary to store information that is not in current use in remote storage locations. Every effort should be made by the District to store current records on-site. To the extent that the retrieval of documents results in a charge to comply with a request, it is permissible to recover costs of such services for requests that qualify for labor charges under current law.
2. If the District has a contract with a commercial records storage company, whereby the private company charges a fee to locate, retrieve, deliver, and return to storage the needed record(s), no additional labor charge shall be factored in for time spent locating documents at the storage location by the private company's personnel. If after delivery to the District, the boxes must still be searched for records that are responsive to the request, a labor charge is allowed in accordance with item 2 under personnel charges, above.

**Computer resource charges are as follows:**

1. The computer resource charge is a utilization charge for computers based on the amortized cost of acquisition, lease, operation, and maintenance of computer resources, which might include, but is not limited to, some or all of the following: central processing units (CPUs), servers, disk drives, local area networks (LANs), printers, tape drives, other peripheral devices, communications devices, software, and system utilities.
2. These computer resource charges are not intended to substitute for cost recovery methodologies or charges made for purposes other than responding to public information requests.
3. The charges in this section are averages based on a survey of governmental bodies with a broad range of computer capabilities. Each district using this cost recovery charge shall determine which category(ies) of computer system(s) used to fulfill the public information request most closely fits its existing system(s) and set its charge accordingly:

Type of System Rate

Mainframe \$ 10.00 per CPU minute

Midsize \$ 1.50 per CPU minute

Client/Server \$ 2.20 per clock hour

PC or LAN \$ 1.00 per clock hour

4. The charge made to recover the computer utilization cost is the actual time the

computer takes to execute a particular program times the applicable rate. The CPU charge is not meant to apply to programming or printing time; rather, it is solely to recover costs associated with the actual time required by the computer to execute a program. This time, called CPU time, can be read directly from the CPU clock, and most frequently will be a matter of seconds. If programming is required to comply with a particular request, the appropriate charge that may be recovered for programming time is described above, at Personnel Charges. No charge should be made for computer printout time. For example, if a mainframe computer is used, and the processing time is 20 seconds, the charges would be as follows:  $\$10.00 / 3 = \$3.33$ ; or  $\$10.00 / (60 / 20) = \$3.33$ .

A district that does not have in-house computer capabilities shall comply with requests in accordance with Government Code 552.231. [See CQ]

The actual cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information, may be added to the total charge for public information.

Governmental bodies may add any related postal or shipping expenses that are necessary to transmit the reproduced information to the requesting party.

Pursuant to Office of the Comptroller of Public Accounts' rules, sales tax shall not be added on charges for public information. (34 TAC, Part 1, Chapter 3, Subchapter O, Sections 3.341 and 3.342).

*1 TAC 70.3; 70.10*