

# Ector County ISD

## Data Governance Guidelines

### ***Introduction***

The establishment of comprehensive data governance guidelines will help our district ensure confidentiality, integrity and availability of the data while reducing data security risks due to unauthorized access, misuse of data or poor data quality. Our purpose is to protect and ensure the privacy of sensitive information, while increasing data quality, ensuring data use best practices, and fostering common data definitions for a shared understanding of data. The privacy and security of this information is a significant responsibility, and we value the trust of our students, parents, and staff.

District employees are subject to regular audits to ensure they are following all laws, regulations, district polices, Admin guidelines, Employee Handbook, and Responsible Use Policies.

### ***Scope and Regulations***

Data Governance is a fundamental element in education. It provides proper mitigation to risks that are produced by data that is inaccurate, inconsistent, misconstrued, and vulnerable. Implementation of good data governance enables the creation of policies, processes and procedures that can create high data quality and ensure only authorized end users have access to the data/records.

Proper management of data and school district records, whether in paper or electronic form, is not only a necessary part of every staff member's job, but also a legal requirement. Every Ector County ISD staff member is responsible for one or more types of school district records. These records might involve student information, employee information, purchasing, training, phone messages, meeting agendas, webpages, etc. The Data Governance guidelines provides the necessary information about proper handling, storage, and destruction of district records.

The Texas Local Government Records Act, Chapter 201, states that as a public-school district employee, you have an obligation to maintain the records correctly and efficiently in your possession to comply with standards for public access, parent/student access, and for legal or audit purposes.

All employees must know the records for which they are responsible, the length of time they must be retained, and how to maintain and then discard them in the correct and legal manner.

Ector County ISD will abide by any applicable regulatory acts including, but not limited to:

<b><i>Regulatory Act</i></b>	<b><i>Definition</i></b>	<b><i>Link</i></b>
<i>Children's Internet Protection Act (CIPA)</i>	The Children's Internet Protection Act (CIPA) was enacted by Congress to address concerns about children's access to obscene or harmful content over the Internet.	<a href="https://www.fcc.gov/consumers/guides/childrens-internet-protection-act">https://www.fcc.gov/consumers/guides/childrens-internet-protection-act</a>
<i>Children's Online Privacy Protection Act (COPPA)</i>	The Children's Online Privacy Protection Act of 1998 (COPPA) is a federal law that imposes specific requirements on operators of websites and online services to protect the privacy of children under 13.	<a href="https://www.ftc.gov/business-guidance/resources/complying-coppa-frequently-asked-questions">https://www.ftc.gov/business-guidance/resources/complying-coppa-frequently-asked-questions</a>

<i>Family Educational Rights and Privacy Act (FERPA)</i>	The Family Educational Rights and Privacy Act grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 years of age or older directs the school not to release directory information.	<a href="https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html">https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html</a>
<i>Protection of Pupil Rights Amendment (PPRA)</i>	The Protection of Pupil Rights Amendment (PPRA) gives parents and students (18 years or older or emancipated) certain rights when a school conducts student surveys, collects and uses information for marketing purposes, and administers certain physical exams to students.	<a href="https://studentprivacy.ed.gov/faq/what-protection-pupil-rights-amendment-ppra">https://studentprivacy.ed.gov/faq/what-protection-pupil-rights-amendment-ppra</a>
<i>Health Insurance Portability and Accountability Act (HIPAA)</i>	The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that required the creation of national standards to protect sensitive patient health information from being disclosed without the patient's consent or knowledge.	<a href="https://www.hhs.gov/hipaa/index.html">https://www.hhs.gov/hipaa/index.html</a>

## **Record Management in ECISD (Ector County Independent School District)**

The Texas State Library and Archives Commission (TSLAC) is the state agency that enforces all matters regarding records. The retention schedules below are most used by school districts:

### **SCHEDULE SD**

All types of school records are included in this category such as academic, special programs, student health, transportation, school safety, financial, personnel, food service, surveys, reports, library, attendance, discipline/counseling and adult/vocational.

- [Click here for SD: Records of Public School Districts](#)
- [Click here to access SD LOCAL RETENTION SCHEDULE](#)

### **SCHEDULE GR**

Records commonly found in this category include financial, personnel, payroll, purchasing, facility, communications, and information technology.

- [Click here for GR: Records Common to All Local Governments](#)
- [Click here to access GR LOCAL RETENTION SCHEDULE](#)

### **Data Retention Periods**

Ector County ISD follows the Texas State Library and Archives Commission recommendation for record retention periods.

### **What is a record?**

A record is ANY document, in any format, that is created or received in the transaction of public business.

### **What is a cumulative file folder?**

A folder that contains personal student information. This folder follows the student throughout the school years.

### **What is in the student cumulative folder?**

1. Record of Access
2. Registration Form
3. Birth Certificate
4. Social Security
5. Shot Records
6. Cumulative Grade Report
7. Report card
8. At Risk Student Profile
9. Permanent records card
10. Student educational assessment
11. Ethnicity and Race Questionnaire
12. Parent Permission and Wavier Form
13. Legal Document
14. Home Language

### **Types of Storage**

- Banker Boxes and Filing Cabinets in Secured Locked Rooms (Paper / Hard Copy)
- On-Site Campus/Department (Each campus/department houses their own active records)
- Off-Site (Inactive Student Records are stored at ECISD IM/Records Management Building)
- Papervision (Scan and store of transcripts)
- Electronic (District Network Drive or District-wide System)

### **The process of managing records is important for the following reasons:**

Process is important because of legal requirements, protection of sensitive information, workflow efficiency and timely disposition.

### **Safe Storage of District Records**

Whether the records you hold are in paper or electronic form, it is important to use safe storage practices. The following are considered safe storage practices:

- Climate controlled rooms
- Locked filing cabinets
- Cabinets put on 2inch risers in case of flooding
- Fire extinguishers nearby in case of fire

### **Records Destruction**

For records destruction we shred all documents and only shred as it is the most secure way to dispose records.

### **Why dispose of records?**

ECISD follows retention schedules set in place by TSLAC. ECISD only retains records as legally necessary and disposes of them to maintain proper storage and organization.

### **When to Destroy Records?**

ECISD destroys inactive student records and graduate student records every 5 years and Teen Pregnancy TPRS records every 7 years. Campuses and departments destroy their own records after filling out a disposition form for approval from our department. This is done to ensure that TSLAC retention schedule is followed before disposition of all records.

## **Contacts and Information about Record Management**

ECISD Contact for Records Management with TSLAC

Rebecca Hanna with TSLAC ([rebeccahanna@tsl.texas.gov](mailto:rebeccahanna@tsl.texas.gov)) 512-463-5494

For In-District Record Management Contacts

Martha Lopez Records Liaison

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432-456-8979

Robert Sertuche

Records Management Officer

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432-456-8979

## **When are records archived?**

Records are archived as ECISD Instruction Materials/Record Management Department receives them. Our IM/Records Department have 3 receiving dates; the receiving dates are as follows:

- October - Elementary Inactive Records from Prior Year are received, about 2800 files.
- March - Secondary Inactive Records from Prior Year are received, about 2200 files.
- July-August - All Graduate files, Transcripts and Diplomas are received, about 2650 files.

## **How Information is Protected**

Ector County ISD utilizes various methods to ensure the data is protected. Access controls ensure only end users that are authorized to access data can. Role-based access to the network as well as most, if not all, applications, and systems, enforce the principle of least privilege.

## **Updates to this Document**

This document is reviewed at least annually to provide updates that align with changes in laws/regulations and the constantly changing technology landscape. Due to the effective date of some laws, this document may be updated more frequently as needed.

## **Retention Terms and Guidelines**

### *Retention*

The minimum amount of time we are legally required to keep a record.

### *Texas State Library and Archives Commission*

Agency responsible for setting and maintaining state standards for records retention.

### *Retention Schedule*

A document that lists the record series of an organization, with mandatory minimum retention periods for each records series.

### *Records Series*

A group of records, all with the same function, regardless of format Examples of record series:

- Construction Records
- Correspondence

- Academic Records