



FORT WORTH ISD | FOR THE RECORD

# DISTRICT RECORDS MANAGEMENT

Records Management: Roles, Retention & Compliance  
(E-Course #1)



**Fort Worth**  
INDEPENDENT SCHOOL DISTRICT



# Records Management

Records Management is the application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of recordkeeping.





## What is a Record?

Records are **all documents**, papers, letters, books, maps, photographs, sound or video recording, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic.





# Types of Records

Two of the most important types of records:

- Essential Record
- Permanent Record

TEACHER'S DAILY REPORT  
FIRST SEMESTER  
SECOND SEMESTER

M. McDaniel

Name of School North Side Senior

School No. 62 Room No. 225

Grade or Division \_\_\_\_\_

Date Oct. 24, 1938 to Dec 2, 1938

Principal D. D. Wyatt

HOW TO USE THIS REPORT

Fill out this report in ink, weekly summaries in red ink, and send to the principal's office immediately after the close of each daily session.

Entries in this report must correspond to entries in the Texas Teacher's Daily Register (Form M191).

The first entry of the first day should be made in the appropriate column under debits. The first entry of the second day should be made in column E' (Membership at Last Report.) Column E' of any day is the same as column E (Membership) of the preceding day, week or month.

Be careful to fill out the last page of this report.





## What is NOT a Record?

- Extra identical copies of documents created for convenience
- Preliminary drafts, worksheets, memoranda, and informal notes which do not represent significant steps in the preparation of record documents.
- Personal property such as employee's own copies of personnel file, certificates, training documentation, etc.





# Roles of Records Management

- District Records Management
- Department Head
- Custodian of Records
  - Primary
  - Secondary





# Role: District Records Management

The District Records Management Department acts as:

- liaison between the district and the State and Local Records Management Division
- representative of FWISD in all issues of responsibility for records management policy and statutory compliance.





## Role: Department Head



“Department Head” means the principals, directors, administrators and other officers who by ordinance, order or administrative policy is in charge of an office of the Fort Worth ISD that creates or receive records.





## Role: Custodian of Record



Custodians of Records have the responsibility of cooperating with the Records Management Department in carrying out the policies and procedures established by the District for the efficient and economical management of records and in carrying out the requirements of the Act.



## Custodian of Record Duties

- Complete all District Records Management trainings
- Participate in a records storage audit
- Communicate District Records Management regulations with location data owners
- Maintain the location's storage area in an organized manner and ensure that all location data owners follow the district storage procedures





# Compliance



All records of FWISD by definition are declared to be the property of the Fort Worth Independent School District.



## Record Control Schedule

The Records Control Schedule is the document prepared by the District Records Management which lists the records with retention periods.





# Record Control Schedule

There are 5 record series the district uses:

- EL – Election
- GR – General Records
- PW – Power and Works
- SD – School District
- TAX- Tax information





# Record Control Schedule Definitions

- Office/Dept:
- Record Series#
- Records Series Title

OFFICE/DEPT	RECORD SERIES #	RECORDS SERIES TITLE
General Records	GR1075-22	Visitor Control Registers



# Record Control Schedule Definitions

- Subtitle
- Total Retention
- Authority/Comments

SUBTITLE	Total Retention	AUTHORITY/COMMENTS
<b>Logs, registers, or similar records documenting visitors to limited access or restricted areas.</b>	3 Year	Retention Note: If the visitor control register is needed as part of an investigation it should be retained with the investigation case file PS4125-05.



## Compliance: Destruction of Records

“Destruction of local government records contrary to the provisions of the Local Government Records Act of 1989.







## Legal Consequences



*Anyone who knowingly alters, destroys, mutilates, conceals, covers up, falsifies, or makes a false entry in any record, document, or tangible object with the intent to impede, obstruct, or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States or any bankruptcy case, or in relation to or contemplation of any such matter or case, shall be fined, imprisoned not more than 20 years, or both. 18 U.S.C. 1519*



## Personal Liability

A custodian of local government records, records management officer, or other officer or employee of a local government **may not** be held personally liable for the destruction of a local government record **if** the destruction is in compliance with this subtitle and rules adopted under it.





# FWISD District Records Management

FWISD District Records Management

100 N. University, Suite SE 224

Fort Worth, TX 76107

817-814-2115

[www.fwisd.org](http://www.fwisd.org)



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## Record Destruction Schedule Question

The **5-year** retention period frequently established for records of school districts.

But some records follow a 2, 3, 5 and 7 year retention.

SUBTITLE	Total Retention	AUTHORITY/COMMENTS
<b>Logs, registers, or similar records documenting visitors to limited access or restricted areas.</b>	3 Year	Retention Note: If the visitor control register is needed as part of an investigation it should be retained with the investigation case file PS4125-05.



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