

# FORT WORTH ISD | FOR THE RECORD DISTRICT RECORDS MANAGEMENT

Records Storage and Destruction  
E-Course #2



**Fort Worth**  
INDEPENDENT SCHOOL DISTRICT



## Custodian of Record Duties

- Complete all District Records Management trainings
- Communicate District Records Management regulations to 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***
- Participate in a records storage audit if scheduled



## What is a Record?

**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 Approved Records Storage





# Electronic Storage

Maintenance of local government record data in the form of:

- computer
- Microfiche
- CD





# Paper Record Storage Requirements

- Offers protection from fire, water, steam, structural collapse, unauthorized access, theft, and other similar hazards including direct sunlight.
- Records or storage boxes are not contact with the floor.
- Operational fire detection system or compliance with local fire codes in storage area.
- Use of district approved storage boxes.
- Records are organized, packed, and labeled in district approved method.
- Do not mix records with non-record material when storing.






# District Approved Records Supplies

- Standard letter/legal size records banker box (Warehouse)
- Box Label (Print Shop)





# Storage Box Label

  
**Fort Worth**  
INDEPENDENT SCHOOL DISTRICT  
District Records Management

**Destruction Year** (DRM Use Only)

Department/School #: \_\_\_\_\_ School Year: \_\_\_\_\_ Box Number: \_\_\_\_\_ of \_\_\_\_\_

Department/School Name: \_\_\_\_\_

Record Series: SD GR PW TX AR Record Series #: \_\_\_\_\_

Record Series Title: \_\_\_\_\_

Range: \_\_\_\_\_  Alpha  Numeric  Date  Other

Total Retention: 2 Years 5 Years 7 Years Permanent Other: \_\_\_\_\_

Packing Date: \_\_\_\_\_ Destroy Month: \_\_\_\_\_ Year: \_\_\_\_\_

Description of Contents: \_\_\_\_\_

\_\_\_\_\_





## Packing Records

- Pack only one record series for one year in each box.
- Place letter and legal size records upright in the box, as they would normally be arranged in a file drawer.
- Do not over pack the box.



Remember- staff must be able to quickly and easily locate a file within a box.



## Binders and Ledgers

- Storing binders and ledgers in records boxes or file cabinets are **NOT** recommended.
- Stack the binders and ledgers on their sides or backs facing the lid of the box.
- If binders are necessary to manage records more efficiently, do not stack above the hand holes of the box.





# Packing Records Reminder



Be sure to remove all plastic folders, hanging files, binder clips and other costly filing supplies.



## Destruction of Records

- The record is listed on a records control schedule filed with TSLAC.
- ***Retention period has expired or it has been microfilmed or electronically stored.***
- A destruction request is filed with and approved by the District Records Management department.







# FWISD Approved Destruction

- Cross Cut shredding
- Pulping





# FWISD Destruction Form

**SAMPLE FORM - Destruction of Records**

Date: _____ School/Dept. #: _____ Name: _____ School/Dept.: _____ Telephone#: _____		<p style="color: red; font-size: small;">I certify these records have met all retention requirements and there is no pending litigation or open records requests.</p> <p style="text-align: center;"><b>Custodian of Records Authorization:</b></p> Signature: _____ Printed Name: _____	
Record Series #	Description of Records	School Year Produced	Number of Boxes
Total Number of Boxes			

Page \_\_\_\_ of \_\_\_\_

RECORDS MANAGEMENT DEPARTMENT USE ONLY	
Destruction Approval: Approved	Denied
RDA#: _____	
D Signature: _____ Date: _____	
Reason for Denial: _____	





## Shred Bin Use and Signage

- Always shred confidential documents
- Do not place documents on the top of bin or beside the bin
- Be sure to place the shred notification poster above your shred bin
- If you need additional posters or shred information, contact the District Records Management office





# FWISD District Records Management

FWISD District Records Management

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