
Note: This document is intended to implement state law and Texas State Library and Archives Commission (TSLAC)' guidance regarding local government records management practices.

See TSLAC forms SLR 504 and SLR 508, available on the TSLAC website.

Records Management Officer

The records management officer (RMO) is responsible for implementing the District's records management program in accordance with state law and local policy.

Custodians of Records

The RMO will designate each department head as a custodian of records created or received by the department. A custodian of records will:

- Cooperate with the RMO to carry out the duties required under the District's records management program;
- Adequately document the transaction of District business for which the custodian's department is responsible; and
- Properly maintain, preserve, microfilm, destroy, or dispose of records in the custodian's care in accordance with the District's management program.

The RMO will appoint an appropriate number of District employees as records liaisons to receive training regarding the requirements of the local Government Code Title 6, Subtitle C, and assist with implementation of the District's records management program.

Records Control Schedules

The RMO, in cooperation with custodians of records and liaisons, may prepare records control schedules on a department-by-department basis, listing all records maintained by the department, the retention period for each record, and other information that the District's management program may require. [See CPC(LEGAL)]

Each records control schedule will be monitored and amended, as appropriate, by the RMO to ensure that it is in compliance with District policy and records retention schedules issued by TSLAC, and that it continues to reflect the recordkeeping procedures and needs of the department and the records management program of the District.

Custodians of records must notify the RMO of any records created or received by their departments that are not listed on the District's records control schedules. Before the RMO adopts a records control schedule or amended schedule for a department, the officer must consider the recommendations of a custodian of records.

Declaration of Compliance	Using the form provided by TSLAC, the RMO will file with TALAC a written declaration that the RMO has adopted District records control schedules that comply with records retention schedules issued by TSLAC. The RMO will file a new declaration when District records control schedules are amended.
Implementation of Records Schedules	A records control schedule that the RMO has adopted for a department will be implemented by the custodian of records and liaisons according to the District's records management program.
Electronically Stored Information	The RMO will develop procedures to ensure that appropriate record control schedules are applied to electronically stored information based on the content of the information and in accordance with the TSLAC records retention schedules for local governments (for example, records are retained for the same period of time, whether they are electronic or hard copy). For this purpose, the RMO will establish systems to efficiently manage electronically stored information, including sorting, storage, retrieval, and destruction.
District Social Media	As determined by the District, content maintained in social media format that is related to District business will constitute a public record and is subject to records retention requirements if the content is: <ol style="list-style-type: none">1. Unique and not duplicative;2. Not captured elsewhere by the District in a different record subject to retention requirements; and3. Documents the transaction of District business.
Destruction of Scheduled Records	A local government record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it
Legal Holds	The Superintendent or RMO may impose a legal hold on District information and records.

The RMO will notify appropriate department heads, liaisons, and custodians of records when routine records destruction practices must be suspended and when they may resume.

Notice of a legal hold should be sent to all relevant individuals, including board members, contractors, and District employees, who may possess information responsive to a request. Notices should inform recipients of their duty to preserve all relevant documents and electronic data regardless of the District's records control schedules.

Preservation procedures may include removing access to preserved data, disabling use of delete or move functions, or locking files and backup files to prevent accidental or intentional alteration of data subject to a request.

A legal hold due to litigation may only be lifted, and records destruction practices resumed, upon approval by the Superintendent.

Destruction of
Unscheduled
Records

In accordance with state law, a record that has not been listed on the District's records control schedule and that is not listed on any records retention schedules issued by TSLAC may be destroyed if the District provides notice to TSLAC at least ten days before de-destroying the record.

List of Obsolete
Records

The RMO may make a separate list of records that the District no longer creates or receives and for which retention periods have ex-pired. The list must be reviewed or approved by the Board as the Board deems necessary before records on the list may be de-destroyed.

Permanent
Records

Records of permanent value must be preserved in accordance with state law and the District's records management program.

Destructions of
Original Copies

When a record is microfilmed or converted from paper to electronic format in accordance with state law, the RMO may determine how long the original copy should be retained before deletion or destruction.

Destruction of
Non-Record
Material

As determined by the RMO, the District records control schedules may list and provide retention periods for material that is not defined as a local government record or that is exempted by Section 202.001(b) of the Local Government Code if the inclusion of the material or records for periodic retention and destruction is necessary and in the interest of efficient records management.

Records No longer
Administratively
Valuable

In cooperation with custodians of records, the RMO will determine the administrative value of records that are not subject to minimum retention requirements under the District's records control schedules. Records that

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CPC
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are no longer administratively valuable may be destroyed in accordance
with the District's records management program.

ⁱ TSLAC website: <https://www.tsl.texas.gov/strm/forms>