

ARGYLE

INDEPENDENT SCHOOL DISTRICT

Records Management and Retention Procedures

Argyle ISD Records Management & Retention

Introduction:
The Local Government Records Act of 1989 [and changes that were enacted by the 74th Legislature in 1995], requires all local governments to establish a records management program by ordinance, order or resolution and file it 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. Argyle Independent School District filed its official records control schedule by the initial deadline and has continued to update its records control schedule. 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 Records Control Schedules for Argyle ISD. Additional information related to the Texas State Library and Archives Commission's schedules and guidelines are available from the TSLAC website at: http://www.tsl.state.tx.us/slrm/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 Argyle Independent School District or any of its officers or employees pursuant to law or in the transaction of public business are considered to be the records of the Argyle

Independent School District and shall be created, maintained and disposed of in accordance with the provisions of this plan.

The term does not include:

- Extra identical copies of documents created only for convenience of reference or research by District officers or employees.
- Notes, journals, diaries, and similar documents created by a District officer or employee for his or her own personal convenience.
- Blank forms, stocks or publications, and library and museum materials acquired solely for the purposes of reference or display.
- Copies of documents in any media furnished to the public under the Open Records Act or other state law.

All records as defined are property of Argyle 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 convenience copy?

The original record is the official record, or the most important of the document copies. Convenience copies are all the other copies. Only the original record of each record series is listed on the retention schedule with its retention period. For Argyle ISD purposes, the "record" is defined as the originator of the record if it was created in district. For external mail/documents received, the "record" is the copy received by the original addressee.

Other definitions:

- Permanent record – any records for which a retention period on a records control schedule is given as permanent. These records can never be destroyed.
- Records Control Schedule – a document listing the records maintained by Argyle ISD, their retention periods, and other records information that the records management program may require.
- Records management – 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 period – 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.

Argyle Independent School District
Records Management Procedures

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
- FL Legal and Local – Student Records
- GBA Legal – Public Information Program – Access to Public Information
- GBAA Legal and Local – Information Access – Requests for Information
- GBAA Exhibit – Guidelines for Copy Charges

Retention Dates:
Retention dates are based on the actual school year the document or electronic record was created. ***For example:*** A record created in the spring of 2023 (2022-23 school year) with a 5-year retention requirement will be stored for 5 years and not due for destruction until the end of the 2027-28 school year.

District Responsibilities:

- Adopt a policy to establish the district's records management program.
- Submit written notification to the TSLAC if the district intends to electronically save permanent records and subsequently destroy the paper records.
- Adopt a District Records Control Schedule, Retain all Records permanently, or adopt the TSLAC Schedules and file a Declaration of Compliance. Argyle ISD has adopted the TSLAC Schedules.
- Properly destroy records in accordance with the Argyle ISD Records Retention 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.
- Establish a disaster recovery plan.
- Report accidental destruction (flood, fire, etc.) of records before their expiration date(s) to the TSLAC for approval.
- Establish records of historical and audit value.
- Establish a file management system, such as record series with consistent naming convention.
- Designate a district Records Management Officer.
- Ensure that all records are covered by approved retention schedules.
- Identify "record copies" to eliminate duplication and redundancy.
- Ensure that Records access is kept to a minimum.

Campus/Department Responsibilities:

- The Principal will serve as the Site Records Manager for campuses. The Departmental Leader will serve as the Site Records Manager for district departments. These managers shall have the responsibility of maintaining the local campus/department records.
- Site Records Managers are also responsible for organizing the contents of each box for annual storage at the conclusion of each school year.
- Ensure that appropriate retention schedules are applied to records and securely stored at the campus or departmental level.
- Store on-site records in a secure location so they are kept confidential. Student records must be stored and otherwise treated in accordance with the Federal Education Rights and Privacy Act (FERPA).
- Coordinate the campus/department records management program.
- Ensure that a regular, systematic file purging and rotating system is established.
- Prepare records for records destruction process in accordance with district guidelines and TSLAC on an annual basis.

Securely Storing Records:

All sensitive records should be kept in a locked file cabinet or other similar secured area. A list should be posted where the student folders are kept of school officials who are authorized to access the folders. Such persons shall be school officials who have a "legitimate educational interest" in a student's records when they are working with the student; considering disciplinary or academic actions, the student's case, or an individual education plan for a student with disabilities; compiling statistical data; or investigating or evaluating programs. Designate on the list the person who is responsible for maintenance of the folders.

- The contents of the folders must not be discussed with anyone who is not on the access list.
- The contents of the folders must not be discussed in a public area where unauthorized persons (students, volunteers, etc.) may hear.
- Persons who are not District employees (e.g. students, volunteers, etc.) must not be authorized to access student folders.
- All persons, including parents, who want access to student folders, copies of records in student folders, and/or to amend student records must be referred to the appropriate site administrator.
- Names of other students must be removed before including information in a student's folder.
- Stored records must be stored at least 12” off the ground.

Note -A document or record that has been uploaded to the Argyle ISD website is considered a "convenience copy". Original documents need to be retained in accordance with the Argyle ISD Records Retention Schedule.

Annual Purging of Records:
All campus and departmental records should be purged annually and subsequently stored at the local campus/department according to the Argyle ISD Records Retention Schedule.

Storage of Records:
All records stored on campus or in departments should be placed in standard-size bank boxes and securely stored. To maintain consistency the following boxes should be utilized:

- Office Depot/OfficeMax - Item #287154; or
- Staples - Item #: 761342|Model #: 57036-04

Label boxes according to content and expected destruction date as outlined in the TSLAC retention schedule.

Note - All special education student record storage is facilitated by the Special Education Department at the Argyle ISD Administration building.

Annual Destruction of Records:
Keeping records beyond the designated destruction period wastes space and creates additional liability for the district. All records should be destroyed in the year they are scheduled for destruction unless there are extenuating circumstances that require longer retention. Circumstances that could require retention past the scheduled destruction date include:

- Pending or reasonably anticipated litigation;
- Investigation by a federal agency or department or any bankruptcy case; or
- In the event of a public information request.

On-site records that have passed their retention date should be purged and destroyed appropriately. When records stored at the campus or department are to be disposed of, in conjunction with the approved retention periods, each applicable campus/department administrator will be notified prior to the destruction for their approval. At any time that records are subject to litigation or potential litigation, they should be returned to the responsible individual or group for safekeeping.