

RESPONSIVEED - TEXAS BOARD POLICY MANUAL

TEXAS COLLEGE PREPARATORY ACADEMIES

CDN: 221801

POLICY GROUP 1 – GOVERNANCE

RECORDS MANAGEMENT

PG-1.11

Sec. 1. DEFINITIONS

- A. “Custodian” means the appointed or designated Texas College Preparatory Academies official who is in charge of an office that creates or receives local government records.
- B. “Essential record” means any Texas College Preparatory Academies record necessary to the resumption or continuation of operations of Texas College Preparatory Academies in an emergency or disaster, to the recreation of the legal and financial status of Texas College Preparatory Academies, or to the protection and fulfillment of obligations to the people of the state.
- C. “Permanent record” or “record of permanent value” means any record for which the retention period on a records retention schedule issued by the Texas State Library and Archives Commission is given as permanent.
- D. “Records” means any document, paper, letter, book, map, photograph, sound or video recording, 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 Texas, created or received by Texas College Preparatory Academies or any of its officers or employees, pursuant to law or in the transaction of public business. The term “records” does not include:
1. Extra identical copies of documents created only for convenience of reference or research by Texas College Preparatory Academies officers or employees;
 2. Notes, journals, diaries, and similar documents created by Texas College Preparatory Academies officers or employees for the officer’s or employee’s personal convenience;
 3. Blank forms, stocks of publications, and library and museum materials acquired solely for purposes of reference or display; or
 4. Copies of documents in any media furnished to members of the public to which they are entitled under the Texas Public Information Act or other state law.
- E. “Records retention schedule” means a document issued by TSLAC under authority of Subchapter J. Chapter 441, Government Code, establishing mandatory retention periods for local government records.
- F. “Records management” means 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 record keeping. The term includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports, and correspondence, and the management of micrographic and electronic and other records storage systems.

- G. “Records Liaison Officers” means the persons designated under Section 9 of this policy.
- H. “Records Management Officer” means the person designated in Section 4 of this policy.
- I. “Records management plan” means the plan developed under Section 6 of this policy.
- J. “Records Retention Schedule” means a document issued by the Texas State Library and Archives Commission under authority of Subchapter J, Chapter 441, Government Code, establishing mandatory retention periods for local government records retained by Texas College Preparatory Academies.
- K. “Retention period” means 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.

Sec. 2. RECORDS DECLARED PUBLIC PROPERTY

All records as defined in Section 1.C of this policy are hereby declared to be the property of Texas College Preparatory Academies. No Texas College Preparatory Academies official or employee has, by virtue of his or 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 from files, or use of such records is prohibited.

Sec. 3. RECORDS MANAGEMENT OFFICER

The Superintendent or designee will serve as Records Management Officer for Texas College Preparatory Academies as provided by law, and will ensure that the maintenance, destruction, electronic storage, or other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act.

Sec. 4. RECORDS MANAGEMENT PLAN

The Records Management Officer shall develop a records management plan for Texas College Preparatory Academies to be submitted to the Board. The plan must contain policies and procedures designed to reduce the costs and improve the efficiency of record keeping, to adequately protect the essential records of Texas College Preparatory Academies and to properly preserve those records of Texas College Preparatory Academies that are of historical value. The plan must be designed to enable the Records Management Officer to carry out his or her duties prescribed by state law and this policy effectively.

Sec. 5. DUTIES OF RECORDS MANAGEMENT OFFICER

In addition to other duties assigned in this policy, the Records Management Officer shall:

- a. Administer the records management program and provide assistance, in its implementation;
- b. Plan, formulate, and prescribe records disposition systems and procedures;
- c. In cooperation with Regional Directors, department heads, and Campus Directors, and/or designees, identify essential records and establish a disaster plan for each Texas College Preparatory Academies campus and department to ensure maximum availability of the records in order to re-establish operations quickly and with minimum disruption and expense;
- d. Establish standards for filing and storage equipment and for record keeping supplies;
- e. Provide records management advice and assistance to all Texas College Preparatory Academies departments and schools by preparing a manual or manuals of procedure and policy and by on-site consultation;
- f. Monitor records retention schedules and administrative rules issued by the Texas State Library and Archives Commission to determine if the records management program and Texas College Preparatory Academies 's records control schedules are in compliance with state regulations;
- g. Disseminate information concerning state laws and administrative rules relating to records;
- h. Instruct and train Records Liaison Officers and other personnel in policies and procedures of the records management plan and their duties in the records management program;
- i. Direct Records Liaison Officers or other personnel in the conduct of records inventories in preparation for the development of records control schedules as required by state law and this policy;
- j. Ensure that the maintenance, preservation, microfilming, destruction, or other disposition of Texas College Preparatory Academies records is carried out in accordance with the policies and procedures of the records management program and the requirements of state law;
- k. Maintain records on the volume of records destroyed under approved records -- control schedules, the volume of records microfilmed or stored electronically, and the estimated cost and space savings as the result of such disposal or disposition;
- l. Report annually to the Superintendent or designee on the implementation of the records management plan of Texas College Preparatory Academies; and

- m. Bring to the attention of the Superintendent or designee non-compliance by personnel with the policies and procedures of the records management program or the Local Government Records Act.

Sec. 6. DESIGNATION OF RECORDS LIAISON OFFICERS

Each Regional Director or designee(s) shall serve as a Records Liaison Officer for the implementation of the records management program.

Persons designated as Records Liaison Officers shall be thoroughly familiar with all records created and maintained by the department and/or schools.

In the event of the resignation, retirement, dismissal, or removal of a person designated as a Records Liaison Officer, the Regional Director or designee (or the Superintendent or designee, in the event of resignation, retirement, dismissal or removal of the Regional Director) shall promptly designate another person to fill the vacancy.

Sec. 7. DUTIES AND RESPONSIBILITIES OF RECORDS LIAISON OFFICERS

In addition to other duties assigned in this policy and by the Records Management Officer, Records Liaison Officers shall:

- a. Conduct or supervise the conduct of inventories of the records of the department in preparation for the development of records control schedules;
- b. In cooperation with the Records Management Officer, coordinate and implement the policies and procedures of the records management program in their department; and
- c. Disseminate information to department staff concerning the records management program.

Sec. 8. RECORDS RETENTION SCHEDULES

- a. Local Schedule SD applies to charter schools and Local Schedule GR applies to all local governments. The schedules are available from the Texas state Library and Archives Commission website at <https://www.tsl.texas.gov/slr/recordspubs/localretention.html>. Policy 1.12 (Records Retention Schedule) describes the records retention schedules adopted by Texas College Preparatory Academies.
- b. Each records control schedule shall be monitored and amended as needed by the Records Management Officer or designee on a regular basis to ensure that it is in compliance with records retention schedules issued by the state, and that it continues to reflect the record keeping procedures and the records management program of Texas College Preparatory

Academies. Each records control schedule shall be implemented according to the policies and procedures of the records management plan.

Sec. 9. DESTRUCTION OF RECORDS UNDER SCHEDULE

- a. A record whose retention period has expired on a record control schedule shall be destroyed unless an open records request is pending on the record, the subject matter of the records is pertinent to a pending lawsuit, or the department head, Regional Director or Campus Director requests in writing to the Records Management Officer or designee that the record be retained for an additional period.
- b. Prior to the destruction of a record under an approved records control schedule, written authorization for the destruction must be obtained by the Records Management Officer.

Sec. 10. CONTRACT SERVICES

With approval of the Board, the Records Management Officer may assign and delegate duties under this Policy to contracted services. The engagement of contract services will not relieve persons assigned and responsible under this policy from such assignment and responsibilities.