

# Ector County Independent School District Odessa, Texas

## Memorandum

**TO:** Board of Trustees

**FROM:** Tom Crowe, Superintendent of Schools

**SUBJECT:** **DISCUSSION OF REQUEST FOR APPROVAL OF DECLARATION OF COMPLIANCE**

**DATE:** October 18, 2016

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As per Texas State Library and Archives Commission and Board Policy CPC (local), the Board approves a Records Control Schedule for the disposition of any school records. It is being recommended that the board approve Form SLR 508 in compliance with schedule GR, SD, and TX issued by the Texas State Library and Archives Commission as a records control schedule. A records control schedule must be in place under the Local Government Records Act for the records management program.

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It is recommended that the Board of Trustees approve the Declaration of Compliance for Ector County I.S.D. as presented.

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Respectfully submitted,

**Tom Crowe**  
Superintendent of Schools

**David Harwell**  
Chief Financial Officer