



**Board Action Required X**

No Action Required

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To: Coppell ISD Board of Trustees  
From: Denise Sullivan  
Date: May 19, 2008  
cc: Dr. Jeff Turner, Sid Grant, Kelly Penny

**Re: Recommendation to revise designation of Records Management Officer (RMO) and adopt State retention schedules for Coppell ISD**

As part of keeping records information current with the Texas State Library and Archives Commission, the Business Office is recommending the Director of Purchasing position serve as the Records Management Officer (RMO) for Coppell ISD. The Texas State Library and Archives Commission's records indicate that the previously designated RMO for Coppell ISD was Robert Alyea.

In addition, the previously submitted Records Control Schedule on file with the Texas State Library and Archives Commission was approved on May 17, 1995, and signed by Mr. Alyea. In order for Coppell ISD to adopt the State's retention schedules, the Declaration of Compliance Form (SLR 508) needs to be signed and returned to the Texas State Library and Archives Commission for approval. This translates to mean that if there are any changes to the state schedules (a lesser retention timeframe), then Coppell ISD will adhere to the same retention time automatically without further documentation being required of the district. Otherwise, additional documents must be completed and signed each time a retention change is made by the State.

**Recommendation:** **That the Coppell ISD Board of Trustees designate the Director of Purchasing position as the Records Management Officer (RMO) for Coppell ISD, and adopt the State's retention schedules to replace the outdated Records Control Schedule on file with the Texas State Library and Archives Commission.**