



# Texas State Library and Archives Commission

## State and Local Records Management Division

PO Box 12927 • Austin, Texas 78711-2927 • Telephone 512-421-7200

### Declaration of Compliance with the Records Scheduling Requirement of the Local Government Records Act

(Submitted pursuant to § 203.041(a)(2), Local Government Code)

Coppell ISD

Name of Government

1303 Wrangler Circle, Suite 101

Address

Coppell, TX

City and Zip

214-496-

8077

Telephone

As records management officer for the local government or elective county office named, I hereby declare, that in lieu of filing records control schedules, we have adopted records control schedules that comply with minimum requirements established on records retention schedules issued by the Texas State Library and Archives Commission (as checked below) for use in our records management program. In doing so, I also certify that the administrative rules for electronic records, adopted by the commission under § 205.003(a), Local Government Code, will be followed for records subject to the rules. I understand that:

- (1) the validity of this declaration is contingent on its acceptance for filing by the commission;
- (2) if we have previously filed documentation with the commission in which we declared our intent to retain all records permanently, we must attach amended documentation to this declaration before it can be accepted for filing;
- (3) the records control schedules adopted by this declaration may be amended by filing for approval a Supplemental Records Control Schedule (SLR Form 509) on which are listed proposed retention periods for records that do not appear on schedules issued by the commission (as checked below);
- (4) if a Supplemental Records Control Schedule is not filed, we must file a Request for Authorization to Destroy Unscheduled Records (SLR 501) in order to destroy records that do not appear on schedules issued by the commission (as checked below);
- (5) the commission will supply us with subsequent editions of any schedules issued by the commission (as checked below) and supplemental forms for declaring compliance with amended requirements; and
- (6) should we file locally developed records control schedules under § 203.041(a)(1), Local Government Code, retention periods on any approved locally developed schedule shall prevail over those in any schedule adopted by this declaration in the event of any conflict.

Check those schedules issued by the commission with which your records control schedules, adopted by this declaration, comply:

- |   |  |
|---|--|
| <input type="checkbox"/> Schedule CC (Records of County Clerks)                               | <input type="checkbox"/> Schedule LC (Records of Justice and Municipal Courts)       |
| <input type="checkbox"/> Schedule DC (Records of District Clerks)                             | <input type="checkbox"/> Schedule PS (Records of Public Safety Agencies)             |
| <input checked="" type="checkbox"/> Schedule EL (Records of Elections and Voter Registration) | <input type="checkbox"/> Schedule PW (Records of Public Works and Services)          |
| <input checked="" type="checkbox"/> Schedule GR (Records Common to All Governments)           | <input checked="" type="checkbox"/> Schedule SD (Records of Public School Districts) |
| <input type="checkbox"/> Schedule HR (Records of Public Health Agencies)                      | <input checked="" type="checkbox"/> Schedule TX (Records of Property Taxation)       |
| <input type="checkbox"/> Schedule JC (Records of Public Junior Colleges)                      | <input type="checkbox"/> Schedule UT (Records of Utility Services)                   |

Texas State Library and Archives Commission Use Only

Accepted for Filing:

Date:

SLR508 (1/08)

Name (printed or typed): Denise Sullivan

Signature: *Denise Sullivan*

Date: May 9, 2008