



# SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

## Agenda Item Summary

Meeting Date: August 22, 2017

Purpose: ☐ Report Only ☐ Recognition ☒ Discussion/ Possible Action

From: Denise Orosco, Director of Research, Evaluation, and Information Systems  
Michael Balderrama, Executive Director of School and Community Partnerships

Item Title: Establish the District's Records Retention Management Schedule, Procedures, and designation of a Records Management Officer.

### Description:

Consent: The District shall establish, promote, and support an active and continuing program for the efficient and economical management of all government records. The Records Management Officer will oversee and maintains the records of the District and their preservation, destruction, or other disposition in accordance with the policies and procedures of the local government's records management program.

### Recommendation:

To approve the District's Records Retention Management Schedule, Procedures, and designation of a Records Management Officer in accordance with the Texas Education Agency's Corrective Action Plan requirements in order to assure that the District records of student and employees are accurately updated, maintained, and archived.

### District Goal/Strategy:

Strategy 1 We will engage all school community members through transparency and effective communication to create an inclusive environment for all students.

Funding Budget Code and Amount:

CFO Approval

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APPROVED BY:

SIGNATURE

DATE

Chief Officer:

Superintendent:

 8-9-17

**SOUTH SAN ANTONIO ISD  
RECORDS MANAGEMENT DEPARTMENT  
2017-18**

The South San Antonio Independent School District will follow the Texas State Library and Archives Commission (TSLAC) Retention Schedule for Public School Districts for the 2017-2018 school year.

Retention and Destruction Periods will vary by Departments, with the majority retention period being 5 years. Certain records fall under the Retention Period as "Permanent" ie: Student High School Academic Records, and Financial Annual Reports. Further information can be found at the Texas State Library and Archives Commission website under Local Government Retention Schedules, SD Records for Public School Districts.

The South San Antonio ISD designated Records Management Officer, upon approval by the SSAISD Board of Trustees at the August 22, 2017 school board meeting, will be Denise Orosco, Director of Research, Evaluation, and Information Systems.