



BOARD OF SCHOOL TRUSTEES

KELLER INDEPENDENT SCHOOL DISTRICT

4F. Action

Date: April 17, 2006

SUBJECT: APPROVAL OF RECORDS MANAGEMENT POLICY RESOLUTION

BOARD GOAL: All systems in the Keller Independent School District will be effective, efficient, and accountable in support of the district's mission.

FISCAL NOTE: No financial impact

Background Information:

The Preview for the following Records Management Policy Resolution was presented to the Board of Trustees on March 27, 2006.

Administrative Considerations:

- In order to be compliant and fulfill the policy requirements as mandated by the Texas State Library, the attached Records Management Policy Resolution must be signed by our Board of Trustee President, Dr. Farmer, and be submitted to the Texas State Library for filing. District's legal counsel has reviewed the following state model policy for school districts.

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The administration recommends that the Board of School Trustees approve the resolution as presented.

Respectfully submitted,

Denise Sullivan
Director of Purchasing