

Designation of Local Government Records Management Officer

Purpose: The purpose of this form is to notify the Texas State Library and Archives Commission of a change in Records Management Officer (RMO).

Instructions: Elected officials complete Section One only; all other local governments complete Section Two only.

Section One: Elected County Officials ONLY

County _____

Title of Office _____

Name of Officeholder _____

Mailing Address _____

City _____ ZIP Code _____

Telephone Number _____ Fax Number _____

E-mail Address _____

Signature of Officeholder _____ Date: _____

Section Two: All other Local Government Offices

Before filling out this form, consult the Records Management policy/order/ordinance ("policy") approved by your governing body. If the position of the RMO has changed, or if the policy names an individual who is no longer serving as RMO, a new policy must be filed along with this form.

Name of Government SOUTHWEST TEXAS JUNIOR COLLEGE

Position Designated in Policy PURCHASING AGENT

Individual's Name JESUS MARTINEZ

Mailing Address 2401 GARNER FIELD ROAD

City UVALDE ZIP Code 78801

Telephone Number (830) 591-7342 Fax Number (830) 591-7340

E-mail Address JESSE.MARTINEZ@SWTJC.CC.TX.US

Signature of RMO _____ Date: _____

Please return original, signed form within 30 days of RMO change to:

State and Local Records Management Division
Texas State Library and Archives Commission
P.O. Box 12927
Austin, TX 78711-2927



Texas State Library and Archives Commission
State and Local Records Management
(512) 421-7200
www.tsl.state.tx.us/slrsm

SLR 504
(Rev. 9/10)

Texas State Library and Archives Commission

MODEL ORDER OR ORDINANCE

WHEREAS, Title 6, Subtitle C, Local Government Code (Local Government Records Act), provides that each local government must establish an active and continuing records management program; and

WHEREAS, the Southwest Texas Junior College desires to adopt a plan for that purpose and to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping; **NOW THEREFORE**:

SECTION 1. DEFINITION OF RECORDS OF THE SOUTHWEST TEXAS JUNIOR COLLEGE. All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the Southwest Texas Junior College or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of the Southwest Texas Junior College and shall be created, maintained, and disposed of in accordance with the provisions of this ordinance or procedures authorized by it and in no other manner.

SECTION 2. RECORDS DECLARED PUBLIC PROPERTY. All records as defined in Sec. 1 of this plan are hereby declared to be the property of the Southwest Texas Junior College. No official or employee of the Southwest Texas Junior College has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

SECTION 3. POLICY. It is hereby declared to be the policy of the Southwest Texas Junior College to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of this office through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act and accepted records management practice.

SECTION 4. RECORDS MANAGEMENT OFFICER. The Purchasing Agent will serve as records management officer for the Southwest Texas Junior College as provided by law and will ensure that the maintenance, destruction, electronic storage, or other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act.

SECTION 5. RECORDS CONTROL SCHEDULES. Appropriate records control schedules issued by the Texas State Library and Archives Commission shall be adopted by the records management officer for use in Southwest Texas Junior College, as provided by law. Any destruction of records of the Southwest Texas Junior College will be in accordance with these schedules and the Local Government Records Act.

Name

Date

Name

Date