

**Ector County Independent School District
Odessa, Texas**

Memorandum

TO: Board of Trustees

FROM: Wendell Sollis, Superintendent

**SUBJECT: REQUEST FOR APPROVAL OF BOARD POLICY
CPC(Local) Office Management: Records Management Program
[BG-G]**

DATE: March 28, 2006

The following board policy has been presented for first reading. This policy has undergone further study and review, especially where input was received. Therefore, it is now proposed for second reading and adoption:

- CPC(Local) Office Management: Records Management Program

It is recommended that the Board of Trustees approve this policy as presented.

Respectfully submitted,

Wendell Sollis
Superintendent of Schools

Robert Hand
Executive Director
For Federal/ State Programs