

Ector County ISD
068901

OFFICE MANAGEMENT:
RECORDS MANAGEMENT PROGRAM

CPC
(LOCAL)

RECORDS MANAGEMENT OFFICER The Board shall designate an employee to act as the Records Management Officer for the District.

The District shall inform the director and librarian of the Texas State Library of the name of each successive holder of the office, within 30 days of the employee's taking office.

RETENTION 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 Ector County Independent School District, as provided by law. Any destruction of records of the Ector County Independent School District will be in accordance with these schedules and the Local Government Records Act.**

DATE ISSUED: ~~02/21/1991~~ **02/20/2006**
UPDATE ~~39~~ LDU **02/06**
CPC(LOCAL)-A