
**SOUTHWEST TEXAS JUNIOR COLLEGE
MEMORANDUM**

TO: BOARD OF TRUSTEES
FROM: ADMINISTRATION
SUBJECT: CONSIDER AND ACT ON DESIGNATING A RECORDS
MANAGEMENT OFFICER
DATE: OCTOBER 20, 2022

According to Local Gov't Code 203.025(a)-(e), the governing body of each local government shall designate a records management officer by:

1. Designating an individual; or
2. Designating an office or position, the holder of which shall be the records management office.

Administration recommends designating the Controller of Southwest Texas Junior College as the Records Management Officer for the College.