

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

TO: Board of Trustees
FROM: Tom Crowe, Superintendent of Schools
SUBJECT: REQUEST FOR APPROVAL OF DECLARATION OF COMPLIANCE
DATE: October 18, 2016

As per Texas State Library and Archives Commission and Board Policy CPC(local), the Board approves a Records Control Schedule for the disposition of any school records. It is being recommended that the Board approve Form SLR 508 in compliance with schedule GR, SD, and TX issued by the Texas State Library and Archives Commission as a records control schedule. A records control schedule must be in place under the Local Government Records Act for the records management program.

It is recommended that the Board of Trustees approve the Declaration of Compliance for Ector County I.S.D.

Respectfully submitted,

Tom Crowe
Superintendent of Schools

David Harwell
Chief Financial Officer