

**BRACKETT INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: 12/17/2012

Topic: NEW BUSINESS

Presenter: MARLA MADRID

This agenda *item is:

- INFORMATION Only
- ACTION Item A, B
- Receive Input

Background Information:

- A. Declaration of Compliance (SLR 508)
- B. Designation of Records Management Officer (SLR 504)

Recommendation(s):

- A. Motion to adopt Texas State Library and Archives Commission records retention schedules EL, GR, SD, and TX.
- B. Motion to designate Business Manager Marla Madrid as the district's Records Management Officer.

*If, during the course of the meeting, discussion of **any item** on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting. [See BEC (LEGAL)]