

Ector County ISD
068901

OFFICE MANAGEMENT:
RECORDS MANAGEMENT PROGRAM

CPC
(LOCAL)

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

~~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.~~

The Superintendent shall oversee the performance of records management functions prescribed by state and federal law:

- Records Management Officer, as prescribed by Local Government Code 203.023
 - Records Administrator, as prescribed by Local Government Code 176.001 and 176.007 [See BBFA and CHE]
 - Officer for Public Information, as prescribed by Government Code 552.201-.204 [See GBAA]
 - Public Information Coordinator, as prescribed by Government Code 552.012 [See BBD]
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