

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–.205 [See GBAA]
- Public Information Coordinator, as prescribed by Government Code 552.012 [See BBD]

**LOCAL GOVERNMENT
RECORDS ACT “LOCAL
GOVERNMENT RECORD”**

The term “local government record” shall pertain to all items identified as such by the Local Government Records Act.

**RECORDS MANAGE-
MENT OFFICER**

The Superintendent shall serve as and perform the duties of the District’s records management officer as prescribed by Local Government code 203.023, and shall administer the District’s records management program pertaining to local government records in compliance with the Local Government Records Act.

NOTIFICATION

The records management officer shall file his or her name with the Texas State Library and Archives Commission (TSLAC) within 30 days of assuming the position.

**RECORDS CONTROL
SCHEDULES**

The records management officer shall file with TSLAC a written declaration that the District has adopted records control schedules that comply with records retention schedules issued by the TSLAC as provided by law.

WEBSITE POSTING

The District’s records management program shall address the length of time records will be posted on the District’s website when the law does not specify a posting period.

**RECORDS ~~DOCUME~~
~~NT~~ DESTRUCTION
PRACTICES**

All local government records shall be considered District property and any unauthorized destruction or removal shall be prohibited. The District shall follow its records control schedules, records management program, and all applicable laws regarding records ~~document~~ destruction. However, the District shall preserve records ~~documents~~, including electronically stored information, and suspend routine record destruction practices **where appropriate and in accordance with** ~~as applicable according to~~ procedures developed by the records management officer: . **Such**

procedures shall describe the circumstances under which local government records scheduled for destruction must be retained.

- ~~1. In the event of pending or reasonably anticipated litigation;~~
- ~~2. In the event of an investigation by a federal agency or department or any bankruptcy case; or~~
- ~~3. In the event of a public information request.~~

Notification shall be given to appropriate staff ~~when of any applicable obligations to suspend~~ routine record destruction practices **must be suspended and when they may be resumed.**

WEBSITE POSTINGS

~~The District's records management program shall address the length of time documents will be posted on the District's website when the law does not specify a posting period.~~

TRAINING

The records management officer shall receive appropriate training regarding the Local Government Records Act and shall ensure that custodians of records, as defined by law, and other applicable District staff are trained on the District's records management program, including this policy and corresponding procedures.