



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: May 18, 2016

Purpose: Report Only Recognition Discussion/ Possible Action

Presenter(s): Jesus Salazar, Chief Financial Officer

Item Title:

Discussion and possible action to approve the District's Records Retention Management Schedule, Procedures, and designation of Records Management Officer in accordance with the Texas Education Agency's Corrective Action Plan requirements in order to assure that the District records of students and employees are accurately updated, maintained and archived.

Description:

The District shall establish, promote, and support an active and continuing program for the efficient and economical management of all local government records.
The record management officer, under the supervision of the Chief Financial Officer, maintains the records of the District and their preservation, destruction, or other disposition in accordance with the policies and procedures of the local government's records management program.

District Goal:

Goal 1 We will engage all school community members through transparency and effective communication to create an inclusive environment for all students.

Funding Budget Code and Amount:

CFO Approval

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APPROVAL ROUTE

SIGNATURE

DATE

Principal/Director:

Executive Director:

Chief Administrator:

Jesus Salazar

5-12-2016

Superintendent:

[Signature]

5-13-2016