



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC: Approval of Designation of Elizabeth Garza to serve as District's Record Management Officer

SUBMITTED BY: Laida P. Benavides, CPA **OF:** Division of Finance

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: October 20, 2020

RECOMMENDATION:

Administration recommends to designate Elizabeth Garza to serve as the District's Record Management Officer.

RATIONALE:

Per CPC (Legal), the board shall designate an individual or an office or position as the records management officer. Currently the tax assessor-collector position serves as the District's record management officer, but to ensure compliance with policy, the District names Elizabeth Garza as the Record Management Officer at this time until further board action.

BUDGETARY INFORMATION:

N/A

BOARD POLICY REFERENCE AND COMPLIANCE:

CPC (Legal)