



October 16, 2012

Ms. Marla Madrid
Brackett ISD
PO Box 586
Brackettville, TX 78832

Dear Ms. Madrid,

Enclosed is a read only CD containing the information generated from your annual records update. The reports detail records maintained in your Records Retention Center. Please also find enclosed an Installation & Operation Guide that will help you install and use your new Records Retention Program.

Before installing this CD from your records update, you need to first uninstall your existing records program. In your control panel choose add or remove programs and then on the next screen select the records program to remove.

If you use Tabs 10, 11, 12 or 13 as your record of destruction, you must keep the reports from previous years and put them somewhere for safekeeping. Also, be sure to retain your SLR 501 (Authority to Destroy Unscheduled Records) if you have any. These are permanent records under TSLAC GR Rule 1000-40b.



DECLARATION OF COMPLIANCE (SLR 508)

It is recommended that Brackett ISD adopts local schedules EL, GR, SD, and TX. Adopting the schedules in lieu of filing them declares that Brackett ISD will comply with the minimum requirements established on these records retention schedules issued by the Texas State Library and Archives Commission (TSLAC).

Please sign and date the enclosed form SLR 508 (Item B) and place it in the white envelope. The signature of the Records Management Officer (RMO) is required as well as the date.



DESIGNATION OF RMO (SLR504)

A listing with the Texas State Library and Archives Commission (TSLAC) shows that the Policy on file for Brackett ISD states that the School Board shall designate the Records Management Officer. **Since Dixie Brown is still registered as the RMO on file at TSLAC, you will need to submit the board minutes designating you as the RMO.**

Please place the board minutes in the enclosed white envelope.

Please mail the required items (SLR 508 and Board Minutes) in the white pre-addressed envelope, to the proper authorities at the Texas State Library.

If you have any questions please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'IRubio', written over the word 'Sincerely,'.

Irene Rubio
Manager – Quality Control & Client Care