

**ROBSTOWN INDEPENDENT SCHOOL DISTRICT
AGENDA ACTION SHEET**

Date: February 12, 2024

Subject: Discuss and Consider Approval of Designation of Local Government Records Management Officer for Non-Elected Offices in Texas

Administrator Responsible: Dr. Marc Puig

Position: Superintendent

A. Purpose of Agenda Item:

Information Only

Action Needed

B. Authority for this Action:

Local Policy _____

Law or Rule _____

C. Strategic Objective, Goal, or Need Addressed: Approve designating of local government records management officer for non-elected offices in Texas.

D. Summary: Please see the attached LOCAL Policy CPC about designating a records management coordinator for your review.

E. Alternatives Considered:

F. Comments Received:

G. Administrative Recommendation: That the Board approves Ruben Sanchez as the school district's Records Management Coordinator.

H. Fiscal Impact and Cost:

I. Monitoring and Reporting Timeline: 2023-2024 School Year