



BOARD OF SCHOOL TRUSTEES

KELLER INDEPENDENT SCHOOL DISTRICT

6D. Preview

Date: March 27, 2006

SUBJECT: RECORDS MANAGEMENT POLICY RESOLUTION

BOARD GOAL: All systems in the Keller Independent School District will be effective, efficient, and accountable in support of the district's mission.

FISCAL NOTE: Budgeted Funds

**ANTICIPATED
DATE FOR ACTION: April 17, 2006**

Background Information:

- The Texas State Library and Archives Commission in Austin, Texas, is a state government entity promulgated by the Texas Legislature that must provide guidance and recommendations to local governments including school districts to uphold select legislative mandates regarding the retention of records. This organization exists as a legislative state agency under Subchapter J, Chapter 441 of the Texas Government Code.
- Under Chapter 201 of the Local Government Code (Local Government Records Act), records are considered to be public property and certain conditions must be followed and adhered to.
- The Records Management Officer is required by the Texas State Library to be assigned by name. The Board of Trustees designated Denise Sullivan to be the Records Management Officer on November 11, 2002, replacing former RMO, Ron Yagla.
- A Keller ISD Control Schedule was originally submitted and filed with the Texas State Library in February, 1996. However, Form SLR508 'Declaration of Compliance with the Records Scheduling Requirement of the Local Government Records Act' has been completed and submitted to the Texas State Library. This form replaces the older version of the Control Schedule submitted in 1996. In lieu of filing an updated records control schedule, Keller ISD will adopt records control schedules that comply with minimum requirements established on records retention schedules issued by the Texas State Library and Archives Commission for use in our records management program. The advantage to this process is that the District will not have to file an amended schedule in case the state shortens retention time for a particular record(s). This schedule can easily be accessed by all employees on the Texas State Library's website, and is considered 'real time' showing updated changes as they may occur.

Administrative Information:

- In order to be compliant and fulfill the policy requirements as mandated by the Texas State Library, the attached Records Management Policy Resolution must be signed by our Board of Trustee President, Dr. Farmer, and be submitted to the Texas State Library for filing.

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Respectfully submitted,

Denise Sullivan

Director of Purchasing,
Records Management Officer