



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: December 15, 2021

Agenda Section: Consent

Agenda Item Title: District's Records Retention Management Schedule

From: Dolores Sendejo, Deputy Superintendent

Additional Presenters if Applicable: N/A

Description: District shall establish, promote, and support an active and continuing program for the efficient and economical management of all government records.

Historical Data: District's Records Retention Management Schedule, previously approved August 22, 2017.

Recommendation: To approve the District's Records Retention Management Schedule, in accordance with the Texas Education Agency's Corrective Action Plan requirements in order to assure that the District records of student and employees are accurately updated, maintained, and archived.

Funding Budget Code and Amount: N/A



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

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SOUTH SAN ANTONIO ISD RECORDS MANAGEMENT DEPARTMENT 2021-2022

The South San Antonio Independent School District will follow the Texas State Library and Archives Commission (TSLAC) Retention Schedule for Public School Districts for the 2021-2022 school year.

Retention and Destruction Periods will vary by Departments, with the majority retention period being 5 years. Certain records fall under the Retention Period as "Permanent" i.e.: Student High School Academic Records, and Financial Annual Reports. Further information available at the Texas State Library and Archives Commission website under Local Government Retention Schedules, SD Records for Public School Districts.

The South San Antonio ISD designated Records Management Officer, upon approval by the SSAISD Board of Trustees at the December 15, 2021 school board meeting, will be the Executive Director of Human Resources, name to be determined.