
The Executive Director shall oversee the performance of records management functions prescribed by state and federal law:

- Records Management Officer, as prescribed by Local Government Code 203.023 [See EAC]
- Records Administrator, as prescribed by Local Government Code 176.001 and 176.007
- Officer for Public Information, as prescribed by Government Code 552.201–.204 [See EAB and EABB]
- Public Information Coordinator, as prescribed by Government Code 552.012 [See BBD and EABB]

DOCUMENT
DESTRUCTION
PRACTICES

The ESC shall follow its records management program regarding document destruction. However, the ESC shall preserve documents, including electronically stored information, and suspend routine record destruction practices as applicable according to procedures developed by the records management officer:

1. In the event of pending or reasonably anticipated litigation;
2. In the event of an investigation by a federal agency or department or any bankruptcy case; or
3. In the event of a public information request.

Notification shall be given to appropriate staff of any applicable obligations to suspend routine record destruction practices.

WEBSITE POSTINGS

The ESC's records management program shall address the length of time documents will be posted on the ESC's website when the law does not specify a posting period.

RECORDS
MANAGEMENT
OFFICER

[The associate director, business and human resource services, shall serve as the records management officer and ensure implementation of efforts according to the Local Government Code 203.023.](#)