RECORDS MANAGEMENT

I. PURPOSE

Establishes the college's records-management program.

II. BACKGROUND and/or LEGAL REFERENCE


III. DEFINITIONS

A “local government record” means any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information-recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the college district or any of its officers or employees, pursuant to law or in the transaction of public business. The term does not include:

1. Extra identical copies of documents created only for convenience of reference or research by college district officers or employees.

2. Notes, journals, diaries, and similar documents created by a college district officer or employee for his or her own personal convenience.

3. Blank forms, stocks of publication, and library and museum materials acquired solely for the purposes of reference or display.

4. Copies of documents in any media furnished to the public under the Open Records Act or other state law.

IV. POLICY

A. Records Management Program

The College District shall provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all Records Management Program records. A comprehensive system of integrated procedures for the management of records shall be developed consistent with the requirements of the Texas Local Government Records Act and accepted records-management procedures.

B. Records Management Officer

The President shall designate an employee to act as the Records Management Officer for the College District.

(POLICY APPROVAL: 3-25-91, Board of Trustees, amended 6-24-14)
V. PROCEDURES

A. The Vice President of Administrative Services is designated the Records Management Officer of the WCJC District.

B. In developing the college district’s records retention schedule, the Records Management Officer shall ensure it is consistent with applicable minimum retention schedules adopted by the State Library and Archives Commission.

In implementing the Local Government Records Act, the Records Management Officer shall follow requirements as stated in Local Gov’t Code 201.003(8), 202.001, 202.002, 203.022, 203.023, 204.002, 205.002, 551.001(7), 104(a), 552.004; 13 TAC 7.125; and 18 U.S.C. 1519.