



WINDHAM SCHOOL
DISTRICT

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SUPERSEDES: WBP-10.10
May 21, 1998

SUPERINTENDENT DIRECTIVE

SUBJECT: RECORDS MANAGEMENT

AUTHORITY: Sections 441.180, 441.183, 441.184, 441.185, 441.186, 441.187, 441.188 and 441.189, Texas Government Code

Reference: TDCJ Executive Directive (ED)-02.29, "Records Management"; American Correctional Association Standard 4-4100

APPLICABILITY: Windham School District (WSD or District)

POLICY:

The WSD shall establish and maintain a Records Retention Schedule, as approved by the Texas State Library. The WSD shall store, manage, and dispose of District records in accordance with the retention schedule. In order to avoid duplication of efforts and to function more efficiently, WSD shall voluntarily adhere to the Texas Department of Criminal Justice (TDCJ) ED-02.29 and the WSD Records Retention Schedule shall be located in a section of the TDCJ Records Retention Schedule. Any changes to the WSD schedule shall be coordinated through the TDCJ.

DEFINITIONS:

"Disposition Log" is the form used to list the records that were disposed of in accordance with the Records Retention Schedule.

"Records Management Officer" is the person designated by the Texas Department of Criminal Justice (TDCJ) Executive Director to administer the TDCJ records management program, provide general guidance in developing department specific Records Management Plans and maintain the TDCJ Records Retention Schedule.

"Records Retention Schedule" is a document listing the records maintained by an agency, retention periods, final disposition, and other information that the records management program may require. The schedule does not apply to library reference material, museum exhibitions, convenience copies, blank forms, or stocks of publications.

“WSD Records Coordinator” is the person designated by the Superintendent to provide general guidance to WSD staff in revising and maintaining the WSD Records Management Plan and the WSD section of the TDCJ Records Retention Schedule.

PROCEDURES:

- I. In accordance with ED-02.29, a WSD Records Management Plan shall be submitted to the TDCJ Records Management Officer. This plan shall guide each Principal/Department Head/Division Director and the WSD Records Coordinator in maintaining WSD records.
- II. WSD maintains an approved Records Retention Schedule to provide the perpetual authority to store and dispose of WSD records. Records shall not be retained longer than the established retention period. Records that reach their retention period and are involved in litigation claims shall not be disposed of until the litigation process is complete.
- III. The WSD Records Coordinator is responsible for:
 - A. Reviewing and updating the WSD Records Management Plan;
 - B. Coordinating reviews and revisions of the WSD section of the TDCJ Records Retention Schedule;
 - C. Ensuring that WSD staff receive records retention training (by providing instruction to WSD staff at least once a year and by scheduling appropriate WSD staff to attend TDCJ Records Retention Training when needed); and
 - D. Notifying staff of changes in the WSD section of the Records Retention Schedule.
- IV. Regional Secretaries (Paraprofessional 11) conduct an annual review of the Records Retention Schedule and Disposition Log for clerical staff in the Region.
- V. Each Principal/Department Head/Division Director is responsible for supervising records maintenance and disposition within their school/department/division.
- VI. Records that are eligible for final disposition according to the schedule shall be purged at least annually.
 - A. Each Principal/Department Head/Division Director shall complete and submit a Records Disposition Log documenting the disposition of records.
 - B. The WSD Records Coordinator will send a Disposition Log document to each Unit/Region/Division in August. A Disposition Log form may also be obtained at any time from the TDCJ Intranet or requested from the WSD Records Coordinator.

- C. Completed Disposition Logs are submitted to the WSD Records Coordinator in September and February.

- VII. Any suggested records retention additions, revisions, or deletions to the Records Retention Schedule shall be submitted to the WSD Records Coordinator, who shall compile all suggestions and submit them to the Superintendent for approval.

- VIII. Retention revisions, additions, and deletions that have been approved by the Superintendent shall be forwarded to the TDCJ Executive Services for inclusion in the periodic update of the Records Retention Schedule. All changes to the Records Retention Schedule shall be reviewed by the TDCJ Records Management Officer and approved by the Texas State Library.

- IX. Permanent records, including Student Educational Records, shall be maintained electronically or on microfilm in accordance with standards and procedures adopted as administrative rules of the Texas State Archives and Library Commission.

Debbie Roberts, Superintendent
Windham School District