



WINDHAM SCHOOL  
DISTRICT

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**SUPERSEDES:** SD-10.10 (rev. 1)  
May 11, 2011

# **SUPERINTENDENT DIRECTIVE**

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**SUBJECT:** RECORDS MANAGEMENT

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

Reference: TDCJ Executive Directive (ED)-02.29, “Records Management”; Texas Education Code Chapter 31

**APPLICABILITY:** Windham School District (WSD)

**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 WSD records in accordance with the retention schedule.

**DEFINITIONS:**

“Convenience Copy” is a duplicate of a state record maintained only for reference purposes.

“Final Disposition” is the final processing of state records by either destruction or transfer to the Texas State Library for archival preservation.

“Records Disposition Log” (disposition log) is the form used to list the records that were disposed of in accordance with the records retention schedule. The WSD disposition log form is available on the WSD share drive.

“Records Management” means the application of management techniques to the creation, use, maintenance, retention, preservation, and destruction of state records for the purposes of improving the efficiency of record keeping, ensuring access to public information under Chapter 552 of the Texas Government Code, and reducing costs.

“Records Management Officer” is the person designated by the WSD superintendent to administer the WSD records management program, provide general guidance in developing a WSD records management plan and oversee the revision of the *WSD Records Retention Schedule*.

“Records Management Plan” establishes procedures for the proper maintenance and disposition of WSD records and includes a list of every record WSD maintains.

“Records Retention Schedule” is a document listing records series maintained by an agency, retention periods, final disposition, and other information that the records management program may require.

“Records Series” is a group of related records with the same retention period.

“Retention Period” is the amount of time a record or records series shall be retained before final disposition.

“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 Records Retention Schedule*.

## **PROCEDURES:**

- I. Records Retention Schedule
  - A. WSD maintains an approved records retention schedule to provide the perpetual authority to store and dispose of original or official WSD records.
  - B. The records retention schedule does not apply to library reference material, museum exhibitions, convenience copies, blank forms, stocks of publications, or instructional materials as defined in Chapter 31.
- II. Disposition of Records
  - A. Original or official records that are eligible for final disposition according to the records retention schedule shall be purged at least annually. According to the WSD Records Management Plan, WSD will dispose of records in September and February each year.
  - B. Final disposition shall be the destruction of records or the transfer of records to the state archivist, if so noted in the records retention schedule.
  - C. Records shall not be retained longer than the established retention period, unless they are needed for one of the following:
    1. A pending audit;

2. A public information request;
  3. Continuing administrative need; or
  4. Pending litigation.
- D. Convenience copies may be disposed of without documentation when their purpose has been served. Convenience copies shall not be retained longer than the original or official record.

### III. WSD Records Coordinator Responsibilities

The WSD Records Coordinator is responsible for the following:

- A. Reviewing and updating the WSD Records Management Plan.
- B. Coordinating reviews and revisions of the WSD Records Retention Schedule.
- C. Ensuring that WSD staff receive records retention training by providing instruction at least annually and by scheduling appropriate WSD staff to attend records retention training when needed. Current instruction is available on the WSD share drive.
- D. Notifying staff of changes in the *WSD Records Retention Schedule*.
- E. Receiving, reviewing, and maintaining disposition logs submitted by WSD staff.

### IV. WSD Staff Responsibilities

- A. Each principal, department head, and division director is responsible for supervising records maintenance and disposition within their school, department, or division.
- B. Each staff member is responsible for the appropriate disposition of records in their possession, with the approval of the principal, department head, or division director.
- C. Each principal, department head, division director, or designee shall be responsible for the completion and submission of a disposition log documenting the disposition of records for their school, department, or division.

### V. Changes to the Records Retention Schedule

- A. Suggested revisions, additions, or deletions may be submitted to the records coordinator for possible inclusion in the periodic update of the *WSD Records Retention Schedule*.

- B. Suggestions approved by a division director or the general counsel shall be submitted to the superintendent for approval.
- C. Revisions, additions, or deletions that have been approved by the superintendent shall be included in the periodic update of the *WSD Records Retention Schedule*.
- D. All changes to the *WSD Records Retention Schedule* shall be reviewed by the WSD records management officer and submitted to the Texas State Library for approval. Revisions are not approved until they are certified by the Texas State Library.

VI. Permanent Records

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 Library and Archives Commission.

Signature on file  
Dr. Clint Carpenter, Superintendent  
Windham School District