



WINDHAM SCHOOL  
DISTRICT

**NUMBER:** SD-10.10 (rev. 1)

**DATE:** May 11, 2011

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**SUPERSEDES:** SD-10.10  
May 21, 2008

# **SUPERINTENDENT DIRECTIVE**

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**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)

**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. The WSD Records Retention Schedule shall be located in a section of the Texas Department of Criminal Justice (TDCJ) Records Retention Schedule. Any changes to the WSD schedule shall be coordinated through the TDCJ.

**DEFINITIONS:**

"Convenience Copy" is an exact identical copy of a state record maintained only for reference purposes.

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

"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 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.

“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 Management Plan

In accordance with ED-02.29, a WSD Records Management Plan shall be submitted to the TDCJ records management officer and updated as needed.

### II. Records Retention Schedule

WSD maintains an approved Records Retention Schedule to provide the perpetual authority to store and dispose of original or official WSD records. The Records Retention Schedule does not apply to library reference material, museum exhibitions, convenience copies, blank forms, or stocks of publications.

### III. WSD Records Coordinator

The WSD Records Coordinator is responsible for:

- 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 to WSD staff at least once a year and by scheduling appropriate WSD staff to attend TDCJ records retention training when needed. Current online instruction is available on the share drive.
- D. Notifying staff of changes in the WSD Records Retention Schedule; and
- E. Receiving, reviewing, and maintaining disposition logs submitted by WSD staff.

### IV. WSD Staff Responsibilities

- A. Regional secretaries (paraprofessional 11) shall conduct an annual review of the WSD Records Retention Schedule and disposition logs for clerical staff in the region.

- B. Each principal, department head, and division director is responsible for supervising records maintenance and disposition within their school, department or division.
- C. Each staff member is responsible for the appropriate disposition of records in their possession.

V. 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 once a 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. Each principal, department head, or division director shall be responsible for the completion and submission of a disposition log documenting the disposition of records.
  - 1. With the approval of the principal, department head, or division director, WSD staff shall dispose of records in September and February annually. Each school, department, and division shall submit a completed disposition log to the WSD records coordinator. Records may be disposed of at other times throughout the year, however, disposition logs should be submitted only twice per year.
  - 2. A disposition log form may be obtained from the WSD share drive.
- E. The Records Retention Schedule does not address convenience copies and these 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.

VI. 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 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 forwarded to the TDCJ Executive Services for inclusion in the periodic update of the Records Retention Schedule.
  - D. All changes to the Records Retention Schedule shall be reviewed by the TDCJ records management officer and submitted to the Texas State Library for approval.
- VII. 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.

\* Signature on file

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Debbie Roberts, Superintendent  
Windham School District