**General**

The District uses the Texas State Library and Archives Commission and the Local Government Records Act for record retention guidance. The district’s Record Management Officer (RMO) is the Superintendent according to [Board Policy CPC (Local).](http://pol.tasb.org/Policy/Code/796?filter=CPC)

**Records Retention**

The Superintendent oversees the records retention of the district. The Records Custodian, Accounting Clerk, is responsible to ensure that all district records are retained, sorted, and accessible, as appropriate according to the state and federal guidelines.

The Texas State Library and Archives Commission maintains the [Local Government Retention Schedules](https://www.tsl.texas.gov/slrm/recordspubs/localretention.html). These are the schedules used by the district for all record retention purposes. All retention schedules for student and financial records shall be kept according to the school year or fiscal year instead of calendar year.

A Storage Container Transmittal Form should be used when moving any records from your campus/department location to archives. Please contact the Accounting Clerk for forms. You will be issued forms and pre-numbered labels based on the number of boxes (storage containers) you have ready for archives. These forms are currently carbon copy and are not available electronically. Original form is attached to the box (storage container), yellow copy is put inside the box, pink copy is sent to the Accounting Clerk, Records Custodian, and gold copy is retained by the campus/department.

When boxes (storage containers) are ready to be picked up, a work order is entered by the department/campus for maintenance department pickup. The maintenance department employees transport the labeled boxes to archives. The destruction year on the front of the labeled box is now matched with the coordinating shelves, which are separated by destruction year.

Any questions related to the retention, destruction, and/or addition of new record series shall be directed to the District’s Records Custodian, Accounting Clerk.