

## **Procedure III.3001.J.a, Records Management**

### **Associated Policy**

Policy III.3001.J, Records Management

### **Procedure**

In compliance with the Texas Local Government Records Act, the College adopted a records management program for the management of local government records. The act requires that the College adopt a Records Control Schedule, listing all records created or received by the College with a minimum retention period for each record. In lieu of adopting its own Records Control Schedule, the Act allows the College to adopt records control schedules issued by the Texas State Library and Archives Commission (TSLAC) for use in the College's records management program. The TSLAC records retention schedules adopted by the College are Schedule JC (Records of Public Junior Colleges); Schedule GR (Records Common to all Governments); Schedule EL (Records of Election and Voter Registration); and Schedule PS (Records of Public Safety Agencies).

The College has designated the Manager of Records Management as the Records Management Officer, and it is the Manager's responsibility to ensure that the maintenance, preservation, security, destruction, electronic storage, or other disposition of the records are carried out in accordance with the requirements of the Texas Local Government Records Act, rules adopted under the Act, and the policies of the College.

Under the guidance and direction of the Manager of Records Management, each department/office is responsible for the management, retention, and destruction of their records in accordance with the TSLAC records retention schedules adopted by the College. Records whose retention period has expired may be destroyed in compliance with the schedule. No College office or employee may dispose of a record listed in these schedules prior to the expiration of its retention period. Unauthorized destruction of any records is prohibited.

### **Definitions**

**Local Government Record:** Any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, regardless of physical form or characteristic, created or received by a local government or any of its officers or employees in the transaction of public business.

**Disposition of Records:** Action taken with regard to local government records that are no longer needed for current government business as determined by their appraisal pursuant to legislation, regulation, or administrative procedure. Examples of disposition include destroying records or transferring them to archives once the records retention period has expired per the TSLAC retention schedules.

**Records Management Officer:** Person designated by San Jacinto Community College District, as required by law, to develop policies, procedures, and processes to ensure that the maintenance, preservation, security, destruction, electronic storage, and other disposition of the records are carried out in accordance with the requirements of the Local Government Records Act.

**Records Retention Schedules:** List of minimum retention periods for records created or maintained by the College. The College has adopted the TSLAC records retention schedules as noted above.

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Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Manager, Records Management