



Records Retention Policy:

Approved By and Date:

Board of Trustees, 12-17-2018

Executive Leadership Team, 11-12-2018

The Kilgore College Board of Trustees recognizes the importance of implementing and complying with the Records Scheduling Requirement of the Local Government Records Act.

Records Retention Procedures:

Approved By and Date:

Executive Leadership Team, 11-12-2018

In order to implement and comply with the Records Scheduling Requirement of the Local Government Records Act, Kilgore College will:

1. Appoint a Records Manager Officer (RMO) to oversee the Records Retention Policy (Form SLR504).
2. Submit a Declaration of Compliance to the Texas State Library and Archives Commission (TSLAC) (Form SLR508).
3. Formally adopt, through Kilgore College Board of Trustee action, Policy Model #4 of the [Texas State Library and Archives Commission Model Ordinance](#).