



Records Retention

Records Retention Policy

Approved by and date:

Board of Trustees 12/17/2018

Executive Leadership Team 11/12/2018

Policy:

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

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:

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

Texas State Library and Archives Commission

MODEL ORDER OR ORDINANCE

WHEREAS, Title 6, Subtitle C, Local Government Code (Local Government Records Act), provides that each local government must establish an active and continuing records management program; and

WHEREAS, the Kilgore Junior College District desires to adopt a plan for that purpose and to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping; **NOW THEREFORE:**

SECTION 1. DEFINITION OF RECORDS OF THE KILGORE JUNIOR COLLEGE DISTRICT. All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the Kilgore Junior College District or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of the Kilgore Junior College District and shall be created, maintained, and disposed of in accordance with the provisions of this ordinance or procedures authorized by it and in no other manner.

SECTION 2. RECORDS DECLARED PUBLIC PROPERTY. All records as defined in Sec. 1 of this plan are hereby declared to be the property of the Kilgore Junior College District. No official or employee of the Kilgore Junior College District has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

SECTION 3. POLICY. It is hereby declared to be the policy of the [name of government] to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of this office through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act and accepted records management practice.

SECTION 4. RECORDS MANAGEMENT OFFICER. The Vice President of Administrative Services/CFO, Fred Gore, will serve as records management officer for the Kilgore Junior College District as provided by law and will ensure that the maintenance, destruction, electronic storage, or other disposition of the

records of this office are carried out in accordance with the requirements of the Local Government Records Act.

SECTION 5. RECORDS CONTROL SCHEDULES. Appropriate records control schedules issued by the Texas State Library and Archives Commission shall be adopted by the records management officer for use in Kilgore Junior College District, as provided by law. Any destruction of records of the Kilgore Junior College District will be in accordance with these schedules and the Local Government Records Act.

APPROVED this 17th day of December, 2018.



President, Kilgore College Board of Trustees

ATTEST:



Secretary, Kilgore College Board of Trustees