

## POLICIES AND PROCEDURES

Subject: Records Management Reference: E-XXX  
Source: Board of Trustees Eff. Date: February 21, 2011  
Approval Auth.: President Approved: \_\_\_\_\_  
Remarks: Replaces previous policy dated October 4, 2001.  
Date: February 21, 2011

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ORDINANCE FOR ESTABLISHING A  
RECORDS MANAGEMENT PROGRAM FOR  
MCLENNAN COMMUNITY COLLEGE

WHEREAS, Title 6, Subtitle C, Local Government code (Local Government Records Act) provides that a Community College Board of Trustees must establish by ORDER an active and continuing records management program to be administered by a Records Management Officer; and

WHEREAS, McLENNAN COUNTY JUNIOR COLLEGE DISTRICT desires to adopt an ORDER 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 record keeping; NOW THEREFORE:

BE IT ORDAINED BY THE  
MCLENNAN COUNTY JUNIOR COLLEGE DISTRICT  
BOARD OF TRUSTEES

### SECTION 1. DEFINITION OF COLLEGE RECORDS

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 McLennan Community College 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 McLENNAN COUNTY JUNIOR COLLEGE DISTRICT and shall be created, maintained, and disposed of by it and in no other manner.

### SECTION 2. ADDITIONAL DEFINITIONS

(1) "Department Head" means the person who by ordinance, order or administrative policy is in charge

of a division or department at McLENNAN COUNTY JUNIOR COLLEGE DISTRICT that creates or receives records.

(2) "Essential record" means any record of the McLENNAN COUNTY JUNIOR COLLEGE DISTRICT necessary to the resumption or continuation of operations of the McLENNAN COUNTY JUNIOR COLLEGE DISTRICT in an emergency or disaster, to the re-creation of the legal and financial status of the McLENNAN COUNTY JUNIOR COLLEGE DISTRICT, or to the protection and fulfillment of obligations of the people of the state.

(3) "Permanent record" means any record of the McLENNAN COUNTY JUNIOR COLLEGE DISTRICT for which the retention period on a records control schedule is given as permanent.

(4) "Records control schedule" means a document prepared by or under the authority of the Records Management Officer listing the records maintained by the McLENNAN COUNTY JUNIOR COLLEGE DISTRICT, their retention periods, and other records disposition information that the records management program may require.

(5) "Records management" means the application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of records keeping. The term includes the development of the records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports and correspondence, and the management of micrographic and electronic and other records storage systems.

(6) "Records management committee" means the committee established in Section 6 of this ORDER.

(7) "Records management officer" means the person designated in Section 5 of this ORDER.

(8) "Records management plan" means the plan developed under Section 7 of this ORDER.

(9) "Retention period" means the minimum time that must pass after the creation, recording or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction.

SECTION 3.

McLENNAN COUNTY JUNIOR COLLEGE DISTRICT  
RECORDS DECLARED PUBLIC PROPERTY.

ALL McLENNAN COUNTY JUNIOR COLLEGE DISTRICT records as defined in Section 1 of this ordinance are hereby declared to be the property of the McLENNAN COUNTY JUNIOR COLLEGE DISTRICT. No McLennan Community College official or employee has, by virtue of their position, any personal or property right to such records even though they may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

SECTION 4. POLICY

It is hereby declared to be the policy of McLENNAN COUNTY JUNIOR COLLEGE DISTRICT to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use and disposition of all Community College records 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 Texas Local Government Records Act and records management practice.

SECTION 5. DESIGNATION OF RECORDS MANAGEMENT OFFICER

The Director, Records and Registration and the successive holders of said office, shall serve as Records Management Officer for the McLENNAN COUNTY JUNIOR COLLEGE DISTRICT. In the event of the resignation, retirement, or dismissal, Administration shall promptly designate another individual to serve as Records Management Officer. The individual designated as Records Management Officer shall file their name with the director and librarian of the Texas State Library within thirty days of the date of designation, as provided by the state law.

SECTION 6. ESTABLISHMENT OF RECORDS MANAGEMENT COMMITTEE; DUTIES

A Records Management Committee consisting of the Records Management Officer (Director, Records and Registration); Director of Financial Aid; Director of Physical Plant; Director of Resource Development; Dean, Workforce Education; Dean, Arts and Sciences; Student Records Technician; Vice President, Student Services; Director, Library Services/Educational Information Systems; Director of Human Resources; Director of Financial Services; Director, Community Relations; Director Information Systems & Services and/or designees for any of the above named officers.

The Committee shall:

(1) assist the Records Management Officer in the development of policies and procedures governing the records management program;

- (2) review the performance of the program on a regular basis and propose changes and improvements if needed;
- (3) review records control schedules submitted by the Records Management Officer;
- (4) actively support and promote the records management program throughout the McLENNAN COUNTY JUNIOR COLLEGE DISTRICT.

SECTION 7. RECORDS MANAGEMENT PLAN TO BE DEVELOPED;  
APPROVAL OF PLAN; AUTHORITY OF PLAN.

- (1) the Records Management Officer shall develop a records management plan for the McLENNAN COUNTY JUNIOR COLLEGE DISTRICT. The plan must contain policies and procedures designed to reduce the costs and improve essential records of the College and to properly preserve those records of the College that are of historical value. The plan must be designed to enable the Records Management Officer to carry out the duties prescribed by the state law and this ORDER effectively.
- (2) once approved by the President, by the authority of the Board of Trustees, the records management plan shall be binding on all offices, departments, divisions, programs, commissions, bureaus, boards, committees, or similar entities of the McLENNAN COUNTY JUNIOR COLLEGE DISTRICT and records shall be created, maintained, stored, microfilmed, imaged or disposed of in accordance with the plan.
- (3) state law relating to the duties, other responsibilities or record keeping requirements of a Records Management Officer, do not exempt the Records Management Officer or Department Head from the application of this order and the records management plan adopted under it and may not be used by the Records Management Officer or the Department Head as a basis for refusal to participate in the Records Management Program of McLennan Community College.

SECTION 8. DUTIES OF RECORDS MANAGEMENT OFFICER

In addition to other duties assigned in this ORDER, the Records Management Officer shall:

- (1) administer the records management program and provide assistance to the department heads in its implementation;
- (2) plan, formulate, and prescribe records disposition policies, systems, standards and procedures;
- (3) in cooperation with the department heads, identify essential records and establish a disaster plan for

each office and/or department to ensure maximum availability of the records in order to re-establish operations quickly and with minimum disruption and expense;

(4) develop procedures to ensure the permanent preservation of the historically valuable records of the College;

(5) establish standards of filing and storage equipment and for record keeping supplies;

(6) study the feasibility of and, if appropriate, establish a uniform filing system and a control system for the McLENNAN COUNTY JUNIOR COLLEGE DISTRICT;

(7) monitor records retention schedules and administrative rules issued by the Texas State Library and Archives Commission to determine if the records management program and the College's records control schedules are in compliance with the state regulations;

(8) disseminate to the McLENNAN COUNTY JUNIOR COLLEGE DISTRICT BOARD OF TRUSTEES information concerning state laws and administrative rules relating to local government records;

(9) ensure the maintenance preservation, microfilming, imaging, destruction or other disposition of McLennan Community College is carried out in accordance with the policies and procedures of the records management program and the requirements of state law;

(10) maintain records on the volume of records destroyed under approved records control schedules, the volume of records microfilmed or stored electronically, and the estimated cost and space savings as the result of such disposal or disposition;

(11) report annually to the President on the implementation of the records management plan, of the McLENNAN COUNTY JUNIOR COLLEGE DISTRICT, including summaries of the statistical and fiscal data compiled;

(12) bring to the attention of the President noncompliance by department heads or other McLennan Community College personnel with the policies and procedures of the records management program or Local Government Records Act.

SECTION 9. DUTIES AND RESPONSIBILITIES OF VICE-PRESIDENTS, DEANS AND DEPARTMENT HEADS

In addition to other duties assigned in this ORDER, the Vice-Presidents, Deans and Department Heads shall:

(1) cooperate with the Records Management Officer in carrying out the policies and procedures established in the McLENNAN COUNTY JUNIOR COLLEGE DISTRICT for the efficient and economical management of records and in carrying out the requirements of this ORDER;

(2) adequately document the transaction of college business and services, programs, and duties for which the Vice President, Dean and Department Head and his or her staff are responsible; and

(3) maintain the records and carry out their preservation, imaging, microfilming, destruction, or other disposition only in accordance with the policies and procedures of the records management program of the McLENNAN COUNTY JUNIOR COLLEGE DISTRICT and the requirements of this ORDER.

SECTION 10. RECORDS CONTROL SCHEDULES TO BE DEVELOPED;  
APPROVAL; FILING WITH STATE.

(1) the Records Management Officer, in cooperation with the department head, shall prepare records control schedules by department listing all records created or received by the departments thereof and the retention period for each record. Records control schedules shall also contain such other information regarding the disposition of college records as the records management plan may require.

(2) each records control schedule shall be monitored and amended as needed by the Records Management Officer on a regular basis to ensure that it is in compliance with records retention schedules issued by the state and that it continues to reflect the record keeping procedures and needs of each department and the records management program of McLENNAN COUNTY JUNIOR COLLEGE DISTRICT.

(3) before its adoption, a records control schedule or amended schedule for a department must be approved by the Department Head and the Records Management Officer.

(4) before its adoption, a records control schedule must be submitted to and accepted for filing by the Director of Texas Libraries as provided by state law. If a schedule is not accepted for filing, the schedule shall be amended to make it acceptable for filing. The Records Management Officer shall submit the records control schedules to the Director of Texas Libraries.

SECTION 11. IMPLEMENTATION OF RECORDS CONTROL SCHEDULES;  
DESTRUCTION OF RECORDS UNDER SCHEDULE.

(1) a records control schedule for a department that has been approved and adopted under Section 7 shall be

implemented by the department heads according to the policies and procedures of the records management plan.

(2) a record whose retention period has expired on a records control schedule shall be destroyed unless an open records request is pending on the record; the subject matter of the record is pertinent to the pending law suit; or the President, Vice President or designee requests in writing to the Records Management Officer that the record be retained for an additional period.

(3) prior to the destruction of a record under an approved records control schedule, authorization for the destruction must be obtained by the Records Management Officer.

#### SECTION 12. DESTRUCTION OF UNSCHEDULED RECORDS

A record that has not been listed on an approved records control schedule may be destroyed if its destruction has been approved in the same manner as a record destroyed under an approved schedule and the Records Management Officer has submitted to and received back from the Director of the Texas State Library an approved destruction authorization request.