

**Section 1. Definitions**

1.1 "Records:"

(a) Means all documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other 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 Heritage Academy, 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 Heritage Academy 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.

(b) Does not include

(i) Convenience copies: "Extra identical copies of documents created only for convenience of reference or research."

(ii) Copies of documents furnished to the public (to fulfill a Public Information Act request).

(iii) Blank forms/stocks of publications.

(iv) Library or museum materials.

1.2 "Essential record" means any record of Heritage Academy necessary to the resumption or continuation of operations of Heritage Academy in an emergency or disaster, to the recreation of the legal and financial status of Heritage Academy, or to the protection and fulfillment of obligations to the people of the state.

1.3 "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 record keeping. The term includes the development of 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.

1.4 “Records Liaison Officers” means the persons designated under Section 9 of this policy.

1.5 “Records Management Committee” means the committee established under Section 5 of this policy.

1.6 “Records Management Officer” means the person designated in Section 4 of this policy.

1.7 “Records management plan” means the plan developed under Section 6 of this policy.

**Section 2. Records Declared Public Property**

All records as defined in Section 1 of this policy are hereby declared to be the property of Heritage Academy. No official or employee of Heritage Academy 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 Heritage Academy 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 Superintendent will serve as Records Management Officer for Heritage Academy 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. Establishment of Records Management Committee; Duties**

5.1 The Records Management Officer, in consultation with the Director of Student Services, shall appoint a Records Management Committee consisting of:

- A financial officer for Heritage Academy; and
- An executive or administrative officer for Heritage Academy

5.2 The committee shall:

- (a) Assist the Records Management Officer in the development of policies and procedures governing the records management program;
- (b) Review the performance of the program on a regular basis and propose changes and improvements if needed;
- (c) Review and approve records control schedules submitted by the Records Management Officer;
- (d) Give final approval to the destruction of records in accordance with approved records control schedules; and
- (e) Actively support and promote the records management program throughout Heritage Academy.

**Section 6. Records Management Plan to be Developed; Approval of Plan; Authority of Plan**

6.1 The Records Management Officer and the Records Management Committee shall develop a records management plan for Heritage Academy to be submitted to the Board. The plan must contain policies and procedures designed to reduce the costs and improve the efficiency of record keeping, to adequately protect the essential records of Heritage Academy, and to properly preserve those records of Heritage Academy that are of historical value. The plan must be designed to enable the Records Management Officer to carry out his or her duties prescribed by state law and this policy effectively.

6.2 Once approved by the Board of Directors, the records management plan shall be binding on all offices, departments, divisions, programs, commissions, bureaus, boards, committees, or similar entities of Heritage Academy, and records shall be created, maintained, stored, microfilmed, or disposed of in accordance with the plan.

**Section 7. Duties of Records Management Officer**

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

- (a) Administer the records management program and provide assistance to department heads in its implementation;
- (b) Plan, formulate, and prescribe records disposition policies, systems, standards, and procedures;

- (c) In cooperation with Principals and department heads, identify essential records and establish a disaster plan for each Heritage Academy campus and department to ensure maximum availability of the records in order to re-establish operations quickly and with minimum disruption and expense;
- (d) Develop procedures to ensure the permanent preservation of the historically valuable records of Heritage Academy;
- (e) Establish standards for filing and storage equipment and for record keeping supplies;
- (f) Study the feasibility of and, if appropriate, establish a uniform filing system and a forms design and control system for Heritage Academy;
- (g) Provide records management advice and assistance to all Heritage Academy departments by preparing a manual or manuals of procedure and policy and by on-site consultation;
- (h) Monitor records retention schedules and administrative rules issued by the Texas State Library and Archives Commission to determine if the records management program and Heritage Academy' records control schedules are in compliance with state regulations;
- (i) Disseminate to the Board of Directors, department heads, and Principals information concerning state laws and administrative rules relating to local government records;
- (j) Instruct Records Liaison Officers and other personnel in policies and procedures of the records management plan and their duties in the records management program;
- (k) Direct Records Liaison Officers or other personnel in the conduct of records inventories in preparation for the development of records control schedules as required by state law and this policy;
- (l) Ensure that the maintenance, preservation, microfilming, destruction, or other disposition of Heritage Academy records is carried out in accordance with the policies and procedures of the records management program and the requirements of state law;

- (m) 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;
- (n) Report annually to the Superintendent on the implementation of the records management plan in each department of Heritage Academy; and
- (o) Bring to the attention of the Superintendent non-compliance by department heads, Principals, or other Heritage Academy personnel with the policies and procedures of the records management program or the Local Government Records Act.

**Section 8. Duties and Responsibilities of Department Heads and Principals**

In addition to other duties assigned in this policy, department heads and Principals shall:

- (a) Cooperate with the Records Management Officer in carrying out the policies and procedures established by Heritage Academy for the efficient and economical management of records and in carrying out the requirements of this policy;
- (b) Adequately document the transaction of government business and the services, programs, and duties for which the department head, principal, and his or her staff are responsible; and
- (c) Maintain the records in his or her care and carry out their preservation, microfilming, destruction, or other disposition only in accordance with the policies and procedures of the records management program of Heritage Academy and the requirements of this policy.

**Section 9. Designation of Records Liaison Officers**

9.1 Each department head and Principal shall designate a member of his or her staff to serve as a Records Liaison Officer for the implementation of the records management program in the department.

9.2 If the Records Management Officer determines that in the best interests of the records management program more than one Records Liaison Officer should be designated for a department, the department head or Principal shall designate the number of Records Liaison Officers specified by the Records Management Officer.

9.3 Persons designated as Records Liaison Officers shall be thoroughly familiar with all records created and maintained by the department.

9.4 In the event of the resignation, retirement, dismissal, or removal by action of the department head or Principal of a person designated as a Records Liaison Officer, the department head or Principal shall promptly designate another person to fill the vacancy.

9.5 A department head or Principal may serve as Records Liaison Officer for his or her department.

**Section 10. Duties and Responsibilities of Records Liaison Officers**

In addition to other duties assigned in this policy, Records Liaison Officers shall:

- (a) Conduct or supervise the conduct of inventories of the records of the department in preparation for the development of records control schedules;
- (b) In cooperation with the Records Management Officer, coordinate and implement the policies and procedures of the records management program in their department; and
- (c) Disseminate information to department staff concerning the records management program.

**Section 11. Records Control Schedules to be Developed; Approval; Filing with State**

- (a) The Records Management Officer, in cooperation with department heads, Principals, and Records Liaison Officers, shall prepare records control schedules on a department by department basis, listing all records created or received by the department and the retention period for each record. Records control schedules shall also contain such other information regarding the disposition of Heritage Academy records as the records management plan may require.
- (b) 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 the department and the records management program of Heritage Academy.

(c) Before its adoption, a records control schedule or amended schedule for a department must be approved by the department head or Principal and the members of the Records Management Committee.

(d) Before its adoption, a records control schedule must be submitted to and accepted for filing by the director and librarian 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 and librarian.

**Section 12. Implementation of Records Control Schedules; Destruction of Records Under Schedule**

(a) A records control schedule for a department that has been approved and adopted under Section 11 shall be implemented by department heads, principals and Records Liaison Officers according to the policies and procedures of the records management plan.

(b) A record whose retention period has expired on a record control schedule shall be destroyed unless an open records request is pending on the record, the subject matter of the records is pertinent to a pending lawsuit, or the department head or principal requests in writing to the Records Management Committee that the record be retained for an additional period.

(c) 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 from the Records Management Committee.

**Section 13. Destruction of Unscheduled Records**

A record that has not yet 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 and librarian an approved destruction authorization request.

**Section 14. Contract Services**

With approval of the Board of Directors, the Records Management Officer and Committee may assign and delegate duties under this Policy to contracted services. The engagement of contract services will not relieve persons assigned and responsible under this policy from such assignment and responsibilities.

**Section 15. Record of Access**

Heritage Academy shall maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student, (except access by parents and authorized employees of the participating agency), including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records. The record of access shall be maintained with the education records of the student as long as the records are maintained.