

La Joya ISD Records Management Procedures

The La Joya Independent School District meets all requirements as prescribed in CPC (Legal)-Office Management/Records Management and CPC (Local). The following establishes procedures that are in place in the school district with regards to records management:

1. All campuses and departments follow the Texas Records Control Schedule SCHEDTTL RSL as approved by the Texas State Library and Archives Commission.
2. The Texas Records Control Schedule is posted on the La Joya ISD website under the Pupil Attendance & Records Retention Office.
3. The personnel from Pupil Attendance and Records Retention Office will work closely with all campuses and departments to ensure the successful implementation of the records control program.
4. The District hires an awarded vendor (through a proposal) to come and process and destroy district wide records once a year in the month of October according to the rules and regulations of the Texas State Library and Archives Commission and the Local Government Records Act.
5. The awarded vendor provides a CD that has an accumulation of all records that have been processed from every campus and department in the district.
6. The awarded vendor furnishes a Certificate of Destruction on all boxed records that have been destroyed after meeting the retention limit.
7. Permanent records are kept for life of asset in the La Joya Storage Facility and building at premises of Pupil Attendance & Records Retention Office.
8. The records that are collected each year from every campus and department are housed in a secure environment at the La Joya Storage Facility and at Pupil Attendance & Records Retention Office waiting to be processed.
9. The district maintains all student graduate records in an electronic format once those records are submitted by the high schools for retention. Inactive student permanent records are scanned periodically or stored in filing cabinets pending scanning. All other department and campus records are kept in boxes pending the processing by the awarded vendor. Those records are not scanned.
10. A memo is sent out district wide advising all departments and campuses of the dates and times of the yearly pickup of district records that need to be sent to Pupil Attendance &

Records Retention Office during the month of December for central office departments and in May for all district campuses.

11. If any records are subpoenaed, they are produced as requested. When an email is requested from employees in the district under the Public Information Act, the request is processed through the Public Relations Office in coordination with the Technology Department and the Business Office.
12. A district record the subject matter of which is known by the custodian to be the subject of litigation shall not be destroyed until the litigation is settled CPC (Legal).