

Subject: Records Retention Schedules & Management Training

Board Policy Reference: CIA (LOCAL) Equipment and Supplies Management – Records Management

PURPOSE

As a public entity, the College must comply with state and federal records retention schedule minimum standards. This regulation provides links to the online locations of each applicable schedule pertaining to the various types of documents and records the College manages in the ordinary course of business.

The College hereby adopts the records retention schedules as they currently exist and as the Texas State Library and Archives Commission may amend in the future.

This regulation also addresses training for the College’s designated records liaisons.

RETENTION SCHEDULES

If you have trouble opening the hyperlink to the respective schedule, please contact the Help Desk or the Information Technology Division Director

Records of Public Junior Colleges

[LOCAL SCHEDULE JC](#)

This schedule addresses:

- Admission and Assessment Records
- Academic Records
- Financial Aid Records
- Family Educational Rights and Privacy Act Records
- Accreditation Records
- Financial Records
- Personnel Records
- General Education Development (GED) Testing Records
- Miscellaneous Records and Reports
- Library and Museum Records
- Campus Security Records

Records Common to All Local Governments

[LOCAL SCHEDULE GR](#)

This schedule addresses:

- Administrative Records
 - Records of Governing Bodies
 - General Records

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- Financial Records
 - Fiscal Administration and Reporting Records
 - Accounting Records
 - Personnel and Payroll Records
 - Personnel Records
 - Payroll Records
 - Support Services Records
 - Purchasing Records
 - Facility, Vehicle, and Equipment Management Records
 - Communication Records
 - Workplace Safety Records
 - Information Technology Records
 - Records of Automated Applications
 - Computer Operations and Technical Support Records
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Records of Public Safety Agencies

[LOCAL SCHEDULE PS](#)

This schedule addresses:

- Records Common to Public Safety Agencies
 - General Operations Records
 - Vehicle, Equipment, and Animal Records
 - Personnel Records
 - Emergency Communications Records
 - Miscellaneous Records
 - Law Enforcement Records
 - Arrest and Offense Records
 - Incident Records
 - Operational Support Records
 - Jail Records
 - Juvenile Records
 - Records of Writs and Process
 - Permit Records and Associated Documentation
 - Financial Records page 43
 - Personnel and Training Records
 - Miscellaneous Records
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Records of Property Taxation

[LOCAL SCHEDULE TX](#)

This schedule addresses:

- Appraisal Records
 - Records of Appraisal Review Boards
 - Records of Property Appraisal
- Property Tax Collection Records
- Motor Vehicle and Boat Licensing and Registration Records
- Liquor Licensing Records
- Occupation Tax Records
- Miscellaneous Records of County Tax Assessor-Collectors

Records of Elections and Voter Registration

[LOCAL SCHEDULE EL](#)

This schedule addresses:

- Election Records
- Candidacy and Campaign Finance
- Voter Registration Records

Designated Records Liaisons and Training

Pursuant to Board Policy, all records liaisons (designated below) and other applicable College personnel shall receive training on the College's records management program, including CIA(LOCAL) and corresponding procedures.

The College designates the following staff as Records Liaisons: Special

President of the College and Board of Trustees
Vice President, Admin Services/Chief Financial Officer,
Vice President Admin. Services
Associate Vice President, Finance
Division Director, Information Systems
Director, Purchasing, Purchasing
Division Director, Student and Enrollment Services
Director, Financial Aid
Director, Accounting Services
Director, Admissions and Records

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Associate Vice President, Resource Management

Chief of Police

Associate Vice President, Health Professions

Executive Director of Nursing

Director, Revenue and Student Accounting

Director, Special Projects/Retention Student Success

Director, Distance Education ELearning

Director, Advising

Division Director, Learning Resources

Executive Director, Dual Credit