

## **Policy III.3001.J, Records Management**

### **Purpose**

To ensure that San Jacinto Community College District establishes and maintains a continuing records management program that adheres to the policy and procedures consistent with the Texas Public Information Act and the Texas Local Government Records Act.

### **Policy**

In compliance with the Texas Public Information Act and the Texas Local Government Records Act, the Board of Trustees will ensure the College has a compliant public information and records management program. The College's Public Information Officer will compile documents requested by the public and ensure San Jacinto College is in compliance with the Texas Public Information Act. The Records Management Officer will be the Manager of Records Management whose responsibility will be to develop and enforce a records management process, in compliance with the act, for all records created or received by the College. The Records Management Officer will also ensure that the maintenance, preservation, security, destruction, electronic storage, and other disposition of all records are in accordance with the requirements of the Texas Local Government Records Act. The Records Management Officer will also approve the retention period of all records.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

### **Associated Procedures**

Procedure III.3001.J.a, Records Management

Date of Board Approval	August 29, 2022
Effective Date	August 30, 2022
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Manager, Records Management