

## **C.2.4 (Policy) Records Management**

Responsible Department: Legal Services, Vice Chancellor for Finance and  
Administration

Board Adoption: 8-18-09

Last Board Action: 8-18-09

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### **Records Management Program**

The College District shall provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all Records Management Program records through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with requirements of the Texas Local Government Records Act.

### **Records Management Officer**

The Chancellor or designee shall serve as Records Management Officer for the College District. The Chancellor may delegate this authority to an individual in each college of the College District. In the event of the resignation, retirement, dismissal, or removal of the Chancellor's designee, the Chancellor shall promptly designate a replacement. The individual designated as Records Management Officer shall file his/her name with the director and librarian of the Texas State Library within thirty days of the date of designation, as provided by state law.

Procedure [C.2.4.1 Records Management](#)

*Legal Reference - TACC Policy Reference Manual*

CIA(LEGAL) - Equipment, Supplies, and Office Management: Records Management  
Program