

# **Wells Branch Community Library District Records Management Policy**

**SECTION 1. DEFINITION OF RECORDS OF THE DISTRICT.** All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information 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 the district 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 the district and shall be maintained and disposed of in accordance with the provisions of this policy.

**SECTION 2. RECORDS DECLARED PUBLIC PROPERTY.** All records as defined in Section 1 of this statement are hereby declared to be the property of the district. No official or employee of the district 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 the district to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of the district consistent with the requirements of the Local Government Records Act and accepted records management practice.

**SECTION 4. RECORDS MANAGEMENT OFFICER.** The Board of Trustees will appoint a records management officer for the district, usually the Library Director, Assistant Director, or Office Manager. The records management officer for the district will ensure that the maintenance and destruction of the records are carried out in accordance with the requirements of the Local Government Records Act, rules adopted under the Act, and the policies of the district. Specific tasks may be delegated by the Records Management Officer to other personnel for completion.

**SECTION 5. CONTROL SCHEDULES AND AMENDMENTS.** The district has adopted the following standardized schedules for maintenance of records and has been approved as such with the Texas State Library and Archives Commission State and Local Records Management Division.

- Schedule EL- Records of Elections and Voter Registration
- Schedule GR- Records Common to All Governments
- Schedule PW- Records of Public Works and Services
- Schedule TX- Records of Property Taxation

The records management officer, at his or her discretion, may apply to the Texas State Library and Archives Commission State and Local Records Management Division for Supplemental Records Control Schedule(s) under Local Government Code 203.041 (h). Upon approval of the Texas State Library and Archives Commission State and Local

Records Management Division, these supplemental schedules shall supersede the standardized schedules for specific series of documents and records.

**SECTION 6. ELECTRONIC RECORDS.** All electronic records, when a paper record is not available, shall serve as the official record and follow the appropriate control schedules. Whenever a paper record is available, that shall be the official record and not the electronic copy.

**SECTION 7. CHARGES FOR RECORD RETRIEVAL/COPYING.** The district is subject to Open Records legislation. All Open Records Requests will be handled by the library management as efficiently as possible. The requestor is responsible to pay for copying and research time that exceeds 30 minutes. These fees shall be equal to the public cost of copying and a rate of \$25/hour for research beyond the first 30 minutes.