

C.02.04 Records Management Policy

Responsible Department: Finance and Fiscal Services

Board Adoption: 8-18-09

Last Board Action: 3-25-14

Last Reviewed: 04-05-23



ALAMO
COLLEGES
DISTRICT

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 Vice Chancellor for Finance and Administration or designee shall serve as Records Management Officer for the College District. In the event of the resignation, retirement, dismissal, or removal of the Vice Chancellor for Finance and Administration's designee, the Vice Chancellor for Finance and Administration 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.02.04.01](#) Records Management

Legal Reference - TACC Policy Reference Manual

CIA(LEGAL) - Equipment and Supplies Management: Records Management