

401 RECORDS MANAGEMENT POLICY

TRWD is committed to upholding its obligations under the Local Government Records Act, Texas Local Government Code §§ 201.001 *et seq.* (the Act), and ensuring that TRWD's records are preserved and maintained under an active and continuing records management program administered by TRWD's Records Management Officer.

401.1 Purpose. The purpose of this Policy is to establish rules for managing and maintaining the records of TRWD and to ensure TRWD complies with the Local Government Records Act.

401.2 Scope. This Records Management Policy applies to the Board, to all departments, divisions, and offices within TRWD, and to all TRWD staff.

401.3 District Records. District records include all items identified as a "local government record" in Texas Local Government Code § 201.003(8). This means that any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic, created or received by TRWD or any of its Board members or staff under the law, including an ordinance, or in the transaction of public business is a District record, regardless of whether public access to it is open or restricted under the laws of the state.

A District record does not include: (1) extra identical copies of documents created for convenience of reference or research by Board members or TRWD staff; (2) notes, journals, diaries, and similar documents created by a Board member or TRWD staff; (3) blank forms; (4) stocks of publications; (5) library and museum materials acquired solely for the purpose of reference or display; (6) copies of documents in any media furnished to members of the public to which they are entitled under the Texas Public Information Act or other state law; or (7) any records, correspondence, notes, memoranda, or documents, other than a final written agreement to which TRWD (or other governmental body) is a signatory, associated with a matter conducted under an alternative dispute resolution procedure as described in Texas Government Code Chapter 2009.

All District records shall be considered the property of the District. No employee has any personal property right to such records even though he or she may have developed or compiled them. The unauthorized destruction or removal of District records is prohibited.

401.4 Designation of Records Management Officer. The Board of Directors will designate a TRWD employee to serve as and perform the duties of the District's Records Management Officer, as prescribed under Texas Local Government Code § 203.023.

401.5 Filings by the Records Management Officer. The Records Management Officer shall file his or her name with the Texas State Library and Archives Commission (TSLAC) within 30 days of assuming the position. The Records Management Officer shall file TRWD's plan establishing a records management program and any amendments to the plan with the TSLAC. The Records Management Officer shall also file with the TSLAC a written declaration that TRWD has adopted records control schedules that comply with records retention schedules issued by the TSLAC as provided by law.

401.6 Development of Processes for Management of District Records. The General Manager, in consultation and collaboration with the Records Management Officer, shall establish and implement administrative procedures or guidelines for the administration of TRWD's records management program. These administrative procedures will set forth the processes all TRWD staff must follow for effective and efficient control of the creation, maintenance, use, preservation, and any disposition of District records in accordance with the Local Government Records Act, this Policy, and generally-accepted records management practices.

401.7 Maintenance of District Records. The Board and all departments, divisions, and offices within TRWD, and all TRWD staff, shall maintain all District records in accordance with this Policy, any administrative procedure or guideline for the administration of TRWD's records management program, and all local records control and/or retention schedules established by TRWD as part of its records management program.

401.8 Records Retention Schedules. TRWD shall maintain District records, at a minimum, in accordance with the Local Government Retention Schedules adopted by the TSLAC and applicable to the District, as follows:

- Local Schedule GR for Records Common to All Local Government, which may be found at https://www.tsl.texas.gov/slr/localretention/schedule_gr;
- Local Schedule UT for Records of Utility Services, which may be found at https://www.tsl.texas.gov/slr/localretention/schedule_ut;
- Local Schedule TX for Records of Property Taxation, which may be found at https://www.tsl.texas.gov/slr/localretention/schedule_tx;
- Local Schedule EL for Records of Elections and Voter Registration, which may be found at https://www.tsl.texas.gov/slr/localretention/schedule_el;
- Local Schedule PW for Records of Public Works and other Government Services, which may be found at: https://www.tsl.texas.gov/slr/localretention/schedule_pw; and
- Local Schedule PS for Records of Public Safety Agencies (Police, Fire,

EMS, ME, etc.), which may be found at <https://www.tsl.texas.gov/slr/localretention#PS>.

TRWD's records management program shall address the length of time records will be posted on TRWD's website when applicable law does not specify a posting period.

401.9 Records Destruction Practices. TRWD shall follow its records control schedules, records management program, and all applicable laws regarding records destruction. TRWD shall preserve records, including electronically-stored information, and suspend routine record destruction practices where appropriate and in accordance with the administrative procedures developed by the Records Management Officer, which shall describe the circumstances under which District records scheduled for destruction must be retained by TRWD.

401.10 Training. The Records Management Officer shall receive appropriate training regarding the Local Government Records Act and shall ensure that custodians of records, as defined by law, and other applicable TRWD staff are trained on the District's records management program, including this Records Management Policy and TRWD's administrative procedures created in accordance with this Policy.