

## **LOST PINES GROUNDWATER CONSERVATION DISTRICT**

### **RECORDS RETENTION POLICY**

1.01. Scope. This Policy applies to all Lost Pines Groundwater Conservation District (“District”) records. This policy further applies to all employees, agents, independent contractors, and volunteers of the District.

1.02. Definition of Records. 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 of Texas, created or received by the District or any of its officers or employees pursuant to law or in the transaction of public business, are declared to be the records of the District and shall be created, maintained, and disposed of in accordance with the provisions of this ordinance or procedures authorized by it and in no other manner.

1.03. Records Management Officer. The District’s Assistant Secretary will serve as Records Management Officer for the District and will be the official custodian of the District’s records as designated by the Board of Directors. The Records Management Officer will ensure that the maintenance, preservation, security, destruction, electronic storage, and other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act found in Texas Local Government Code Chapter 203.

1.04. Records Retention Schedule. The District adopts the records control schedules issued by the Texas State Library and Archives Commission for use of the District’s records pursuant to Texas Local Government §§ 203.041, .042. Any destruction of records of the District will be in accordance with these schedules and the Local Government Records Act. The Records Management Officer must keep a current copy of the Texas State Library and Archives Commission’s records retention schedule at the District’s offices.

1.05. Electronic Storage. Original paper records may be disposed of prior to the expiration of their minimum retention periods if they have been electronically stored pursuant to the provisions of the Local Government Code, Chapter 205.