

**LNRA BOARD POLICY**  
**303 – RECORDS MANAGEMENT**

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**303.10           PURPOSE**

The purpose of this policy is to establish an active and continuing records management program in the interest of cost-effective and efficient recordkeeping and consistent with the Title 6, Subtitle C, Local Government Code (Local Government Records Act).

**303.20           POLICY**

**303.201          POLICY**

It is hereby declared to be the policy of LNRA to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of LNRA through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act and accepted records management practice.

**303.202          DEFINITIONS – LNRA 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, created or received by LNRA or any of its officers or employees pursuant to law or in the transaction of public business are records of LNRA and shall be created, maintained, and disposed of in accordance with the provisions of this policy or procedures authorized by it and in no other manner.

**303.203          LNRA RECORDS DECLARED PUBLIC PROPERTY**

All LNRA Records as defined in this policy are the property of LNRA. No official or employee of LNRA 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. Unauthorized destruction, removal from files, or use of such records is prohibited.

**303.204          RECORDS CONTROL SCHEDULES**

Appropriate records control schedules issued by the Texas State Library and Archives Commission shall be adopted by the records management officer for use by LNRA, as provided by law. Any destruction of LNRA Records will be in accordance with these schedules and the Local Government Records Act.

**303.30            RESPONSIBILITIES**

**303.301          RECORDS MANAGEMENT OFFICER**

The Human Resource Manager will serve as records management officer for LNRA, as provided by law and will ensure that the maintenance, destruction, electronic storage, or other disposition of LNRA Records are carried out in accordance with the requirements of the Local Government Records Act.

**303.302          GENERAL MANAGER**

The General Manager shall be responsible for the administration and coordination of this policy.

Effective: June 25, 2003, Amended May 26, 2004.