

Trinity Valley Community College

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Trinity Valley Community College
107501

EQUIPMENT, SUPPLIES, AND OFFICE MANAGEMENT: RECORDS MANAGEMENT PROGRAM

CIA
(LOCAL)

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. A comprehensive system of integrated procedures for the management of records shall be developed consistent with the requirements of the Texas Local Government Records Act and accepted records management procedures.

RECORDS MANAGEMENT OFFICER

The Board shall designate an employee to act as the Records Management Officer for the College District.

The College District shall inform the director and librarian of the Texas State Library of the name of each successive holder of the office, within 30 days of the employee's taking office.

DATE ISSUED: 03/25/1991
DFS
CIA(LOCAL)-AJC

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