

BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

SUBJECT: *Records Retention Schedules & Management Training*

EFFECTIVE DATE: April 6, 2023; amended October 6, 2023

BOARD POLICY REFERENCE: CIA(LOCAL)

PURPOSE

As a public entity, the College District must comply with state and federal records retention schedule minimum standards. This regulation provides links to the online locations of each applicable schedule pertaining to the various types of documents and records the College District manages in the ordinary course of business.

The College District hereby adopts the records retention schedules as they currently exist and as the Texas State Library and Archives Commission may amend them in the future.

This regulation also addresses training for the College District's designated records liaisons.

RETENTION SCHEDULES

If you have trouble opening the hyperlink to the respective schedule, please contact the Office of the Executive Vice Chancellor and General Counsel.

Records of Public Junior Colleges

[LOCAL SCHEDULE JC](#)

This schedule addresses:

- Admission and Assessment Records
 - Academic Records
 - Financial Aid Records
 - Family Educational Rights and Privacy Act Records
 - Accreditation Records
 - Financial Records
 - Personnel Records
 - General Education Development (GED) Testing Records
 - Miscellaneous Records and Reports
 - Library and Museum Records
 - Campus Security Records
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Records Common to All Local Governments

[LOCAL SCHEDULE GR](#)

This schedule addresses:

- Administrative Records
 - Records of Governing Bodies
 - General Records
 - Financial Records
 - Fiscal Administration and Reporting Records
 - Accounting Records
 - Personnel and Payroll Records
 - Personnel Records
 - Payroll Records
 - Support Services Records
 - Purchasing Records
 - Facility, Vehicle, and Equipment Management Records
 - Communication Records
 - Workplace Safety Records
 - Information Technology Records
 - Records of Automated Applications
 - Computer Operations and Technical Support Records
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Records of Public Safety Agencies

[LOCAL SCHEDULE PS](#)

This schedule addresses:

- Records Common to Public Safety Agencies
 - General Operations Records
 - Vehicle, Equipment, and Animal Records
 - Personnel Records
 - Emergency Communications Records
 - Miscellaneous Records
- Law Enforcement Records
 - Arrest and Offense Records
 - Incident Records
 - Operational Support Records
 - Jail Records
 - Juvenile Records
 - Records of Writs and Process

- Permit Records and Associated Documentation
- Financial Records page 43
- Personnel and Training Records
- Miscellaneous Records

Records of Property Taxation

[LOCAL SCHEDULE TX](#)

This schedule addresses:

- Appraisal Records
 - Records of Appraisal Review Boards
 - Records of Property Appraisal
- Property Tax Collection Records
- Motor Vehicle and Boat Licensing and Registration Records
- Liquor Licensing Records
- Occupation Tax Records
- Miscellaneous Records of County Tax Assessor-Collectors

Records of Elections and Voter Registration

[LOCAL SCHEDULE EL](#)

This schedule addresses:

- Election Records
- Candidacy and Campaign Finance
- Voter Registration Records

Designated Records Liaisons and Training

Pursuant to Board Policy, all records liaisons (designated below) and other applicable College District personnel shall receive training on the College District's records management program, including CIA(LOCAL) and corresponding procedures.

The College District designates the following staff as Records Liaisons:

Special Assistant to the Chancellor and Board of Trustees
Vice Chancellor, Business and Finance/CFO (or designee)
Assistant Vice Chancellor, Business and Finance
Controller
Director, Budgets and Insurance
Director, Administrative Computing Services
Director, Purchasing and Transportation
Dean, Student Services

Dean, Financial Aid and Scholarships
Registrar
Director, Admissions and Records
State Reports Coordinator
Director, Housing and Residential Life
Judicial Officer
Director, Disability Services (Bryan)
Director, Disability Services (Brenham)
Dean, Institutional Research and Effectiveness
Data Analyst, Institutional Research and Effectiveness
Assistant Vice Chancellor, Human Resources
Director, Human Resources
Chief of Police
Assistant Chief of Police
Administrative Assistant, Police Department
Administrative Assistant to the Vice Chancellor, Student Services and Administration
Vice Chancellor, Instruction (or designee)
Administrative Assistant to the Vice Chancellor, Instruction
Academic Dean, ANS
Academic Dean, HU
Academic Dean, MBET
Academic Dean, SS
Academic Dean, VPAK
Dean, Distance Learning
Executive Director, Academic Success
Paralegal
Administrative Assistant to the Executive Vice Chancellor and General Counsel
Legal Counsel

Senate Bill 944

As per Senate Bill 944 when using a personal device or personal email account employees become a “Temporary custodian” of information. “A ‘Temporary custodian’ means an officer or employee of a governmental body who, in the transaction of official business, creates or receives public information that the officer or employee has not provided to the officer for public information of the governmental body or the officer’s agent. The term includes a former officer or employee of a governmental body who created or received public information in the officer’s or employee’s official capacity that has not been provided to the officer for public information of the governmental body or the officer’s agent.” SB 944 establishes that all public information (business communication) must be saved and backed up on the College District’s servers.

Text messages are considered correspondence and retention periods are defined by Blinn College District’s Records Retention Schedule and approved by the Texas State Library and Archives Commission. The retention periods and the types of correspondence include:

- Transitory Information (Temporary). Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency’s

recordkeeping system and that is required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an ongoing records series. Retention Period for these items are AV, as long as administratively valuable.

- Non-Administrative Correspondence (General). Incoming/outgoing and internal correspondence/email, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an institution. Retention Period for these items are 2 years.
- Administrative Correspondence. Incoming/outgoing and internal correspondence/email pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an institution and the administrative regulations, policies, and procedures that govern them. Retention Period for these items are 4 years.

If College District business is conducted on personal electronic devices, it should be transferred to the College District server as soon as practicable because such information is subject to the Texas Public Information Act.

Failure to surrender information that constitutes Public Information within ten (10) business days of the date that the request is received, is grounds for disciplinary action in addition to any other penalties provided by law.