

**Texas State Library and Archives Commission**  
**State and Local Records Management Division**  
PO Box 12927, Austin, TX 78711-2927 Telephone: 512-463-7610

---

**Records Management Policy Statement**  
**by an Elected County Official**

The Texas Local Government Records Act (Title 6, Subtitle C, Local Government Code) requires that each elective county office establish a records management program. A copy of the program policy statement must be filed with the director and librarian of the Texas State Library, the executive and administrative officer of the Texas State Library and Archives Commission. Completion and filing of this form satisfies the requirement.

(Please type or print neatly in ink)

\_\_\_\_\_  
County

\_\_\_\_\_  
Title of Office

\_\_\_\_\_  
Name of Officeholder

**I, the undersigned officeholder, (please check one)**

\_\_\_\_\_ will serve as records management officer for the office as provided by § 203.001, Local Government Code.

\_\_\_\_\_ designate the county records management officer to act as records management officer for the records of the office, to the extent authorized, as provided by § 203.005(g), Local Government Code.

**I, the undersigned officeholder, (please check one)**

\_\_\_\_\_ will prepare and file records control schedules with the director and librarian as provided by § 203.041(a)(1), Local Government Code.

\_\_\_\_\_ will file with the director and librarian a written declaration that we have adopted records control schedules for the office that comply with records retention schedules issued by the Texas State Library and Archives Commission as provided by § 203.041(a)(2), Local Government Code.

\_\_\_\_\_ declare that all records of the office of the type listed on records retention schedules issued by the Texas State Library and Archives Commission shall be retained permanently as provided by § 203.041(g), Local Government Code.

(Please sign on reverse)

# RECORDS MANAGEMENT POLICY

**SECTION 1. DEFINITION OF RECORDS OF THE OFFICE.** 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 the office or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of the office 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.

**SECTION 2. RECORDS DECLARED PUBLIC PROPERTY.** All records as defined in Section 1 of this statement are hereby declared to be the property of the office. No official or employee of the office 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. The unauthorized destruction, removal from files, or use of such records is prohibited.

**SECTION 3. POLICY.** It is hereby declared to be the policy of the office to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of the office 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.

**SECTION 4. RECORDS MANAGEMENT OFFICER.** The records management officer for the office will ensure that the maintenance, destruction, microfilming, electronic storage, or other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act, rules adopted under the Act, and the policies of the office.

**SECTION 5. RECORDS MANAGEMENT COOPERATION.** The office shall work with the commissioners court, the county records management officer, and other county officers in seeking efficient and cost-effective solutions to records problems experienced in common by all county offices.

---

Signature of Elected County Official

---

Date

*The completed and signed policy should be sent to the:  
Texas State Library and Archives Commission  
State and Local Records Management Division  
PO Box 12927  
Austin, TX 78711-2927*