

 Wharton County Junior College	ADMINISTRATIVE PROCEDURE MANUAL		
WCJC Title: Records Management	Section C: Business and Support Services	Page(s): 1	
BASED ON BOARD OF TRUSTEES POLICY			
Policy Title: Equipment and Supplies Management: Records Management		Policy Number: CIA	
Subtitle: N/A		Date Adopted: 08/01/2020	

Purpose

Establishes the College's student records management program.

Procedure

1. The WCJC Registrar is designated the Student Records Management Officer for the College.
2. In developing the College's student records retention schedule, the Student Records Management Officer shall ensure it is consistent with applicable minimum retention schedules adopted by the Texas State Library and Archives Commission (TSLAC). This includes:

TSLAC Local Retention Schedules:

- a. JC – Records of Public Junior Colleges
 - b. GR – Records Common to All Local Governments
 - c. PS – Records of Public Safety Agencies (Police, Fire, EMS, ME, etc.)
3. Under the guidance and direction of the Records Management Officer, each department or office is responsible for the management, retention, and destruction of their records in accordance with the TSLAC records retention schedules adopted by the College.
 4. Records whose retention period has expired may be destroyed in compliance with the schedule. No College office or employee may dispose of a record listed in these schedules prior to the expiration of its retention period. Unauthorized destruction of any records is prohibited.

Date Prepared: 06/21/2023 (JMTZ)

Revised Date: