

# Galena Park ISD Records Management

## HCDE Records Management Portal

HCDE Records Management and Galena Park ISD have been working together for over 25 years. The Warehouse Operations Department is now the centralized distribution point for all Harris County Department of Education records for our District.

HCDE has gone paperless and now all record requests and pickups are done online through their secure portal. **The HCDE portal is to be used for the retrieval or destruction of existing records only.** We are moving away from adding new boxes to storage and encouraging departments to go digital. Jump to the [Digital Records](#) section to learn more about digitizing existing records and creating digital processes.

Records that are set for destruction and have not previously been in storage may be placed in a regular cardboard box (not larger than a copy paper box) with a [HCDE Destruction Certificate](#) attached to the boxes. You can request a certificate from your Records Management Officer or download a copy from the Records Management webpage. A permanent copy of the certificate should be kept in your department for future reference. Once you receive your work order number from the RMO and your records are packed, place a Special Delivery Request in [Eduphoria](#) (note your work order number in the comments area) for the Warehouse to pick up and prepare your boxes for HCDE.

For the retrieval/destruction of existing records at HCDE, please [contact Records Management](#) to begin the process.

## Destruction

The HCDE Records Center uses the shredding process for destruction of paper, microfilm and magnetic media records. Their records management software monitors all items stored in the records center and initiates the destruction process annually for records held in the center. After the appropriate signatures are obtained from the district, your records are transported to the shredding facility and shredded. When destruction is accomplished, HCDE will send you the completed Records Destruction Certificate signed by school district personnel, the HCDE records technician and the shredding authority. This is a legal document, which serves as your proof, in court if necessary, that the subject records no longer exist.

## **Records Retention Schedules**

These schedules establish mandatory minimum retention periods for records that are usually found in all local governments, regardless of type. No local government office may dispose of a record listed in this schedule prior to the expiration of its retention period. A records control schedule of a local government may not set a retention period that is less than that established for the record in this schedule.

Here is a brief synopsis of the schedules and who should be using them:

- [\*\*Local Schedule SD\*\*](#) - Retention Schedule for Records of Public Schools. This schedule is the master schedule for everyone in the school district.
- [\*\*Local Schedule GR\*\*](#) - Retention Schedule for Records Common to All Local Governments. This schedule deals with the business aspects, contains information on financial records, and includes specifics on grants and special funding. This would be the second schedule to use for those records not included in Schedule SD.
- [\*\*Local Schedule TX\*\*](#) - Retention Schedule for Records of Property Taxation. This schedule is specific to the Tax Office and possibly the Business Office.
- [\*\*Local Schedule EL\*\*](#) - Retention Schedule for Records of Elections and Voter Registration. This schedule is specific to those handling elections.
- [\*\*Local Schedule PS\*\*](#) - Retention Schedule for Records of Public Safety Agencies. This schedule is for our Security Department.
- [\*\*Local Schedule PW\*\*](#) - Retention Schedule for Records of Public Works and Other Government Services. This schedule will be for Maintenance, Grounds, Transportation, and Facilities Planning.

Look over the schedules and highlight the records that may pertain to your department. If you have a question regarding any records not listed in the schedules above, please [\*\*contact Records Management\*\*](#) or review additional records on the [\*\*TSLAC website\*\*](#).

## **Digital Records**

As part of our effort to go completely digital, Galena Park ISD has contracted Ricoh's imaging services to scan two file populations:

- All student cumulative folders that met the minimum retention period as of 2022. This means **all** student files located on all campuses
- HRS and Payroll records as of 08/2023

We also have a contract with DocuNav as our Laserfiche reseller and support, which acts as our digital process builder and file repository. Our goal is to have Laserfiche handle any process that generates a record with a minimum retention requirement that does **not** already exist in a digital database. If it is a record that needs to be kept for a period of time, Laserfiche can automate processes to ingest those records into the repository. This means that any physical documents you may want to keep but don't have the space for can be accommodated in Laserfiche.

Laserfiche Forms allows us to take processes that are happening on paper and create a digital form that automatically routes submissions into the repository. It can facilitate complex routing, multiple approval levels, email notifications, and more. Consider [contacting Records Management](#) if you would like a demo of what Laserfiche can provide for you.

*Original paper records may be disposed of prior to the expiration of their minimum retention periods if they have been microfilmed or electronically stored pursuant to the provisions of the Local Government Code, Chapter 204 or Chapter 205, as applicable, and rules of the Texas State Library and Archives Commission adopted under those chapters.*