

# Records Management

Services provided by HCDE are records storage, destruction, retrievals, refiles, new material, transportation, and imaging/scanning. HCDE Records Management and Galena Park ISD have been working together for over 20 years. The Warehouse Operations Department is now the centralized distribution point for all Harris County Department of Education records for our District. We have included some information on records management as well as the HCDE procedures for transferring records, destroying records and an authorization list. These forms are also available online through the Warehouse Services webpage or the HCDE website at [HCDE-Texas.org](http://HCDE-Texas.org).

## **HCDE Records Management Portal**

HCDE has gone paperless and now all record requests and pick-ups are done on-line through their secure portal. If you do not have a portal log in or have not been trained on the process, contact the Warehouse Services Secretary for help to get you set up. The *Authorization List Form* (Exhibit 14-02) is required to be submitted in order for personnel in your office or campus to be able to access the HCDE portal. This form can also be found on the Warehouse Operations webpage. Once submitted with the proper authorization to the Warehouse Operations offices, each individual on the list will be given a user name and password to access the HCDE secure portal for records access. All records that are going to HCDE for storage must be in one of the HCDE boxes, do not order from HCDE, the warehouse stocks the HCDE storage boxes, item # 20103 in the Warehouse catalog, and they must be ordered through a Warehouse requisition.

The following list is the procedures we have outlined for record management:

- Log in and enter your record information in the HCDE secure portal.
- Follow all of HCDE guidelines.
- Keep records with the same retention periods together in the box; do not mix different retentions together.
- All records for storage or transfer must be in HCDE storage boxes. If you are sending new files to be stored, then fill out an *HCDE New Box Transfer Form* (Exhibit 14-03) and attach a copy to one of the boxes before the warehouse drivers pick up your records.
- Records that are set for destruction and have not previously been in storage may be placed in a regular cardboard box and an *HCDE Destruction Certificate* (Exhibit 14-04) attached with the boxes. A permanent copy of that form should be kept in your department for future reference. Once you receive your work order number from the HCDE secure portal and the records are ready for pick up for HCDE, place a Special Delivery Request in Eduphoria, (note your work order number in the comments area) and the delivery guys will pick up your records and store them at the Warehouse for pick up by HCDE. **You must send a copy of the HCDE Destruction Certificate to the Warehouse Operations Secretary and she must approve and sign the form and submit to HCDE. Your records will not be picked up and destroyed until this step is completed.**

- Any deliveries of retrieved records will be delivered to the loading dock by HCDE, the Warehouse personnel will deliver to your location.
  - The box label needs to reflect the information that is inside the box. This information is then duplicated on a transfer form and entered into the HCDE database. This is so you know what is in each box when you need to retrieve it. We are now required to attach barcode labels to all boxes going into storage at HCDE. If you are at a campus, then you may request the number of barcodes that you need from the Instructional Materials/Warehouse Coordinator. If you are located in the Administration Building, the Warehouse Services office has barcode labels in the office. Do not request barcodes from HCDE as you will be subject to an extra charge.
  - HCDE will only release information to authorized school district employees. They will not give information out to parents or former employees. If information has been sent to HCDE for storage, authorized users are the only one who can request to have information returned back to them.

### **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 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 Police 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.

We would suggest that you go over the schedule and highlight the records that pertain to your area. These schedules are more detailed as the records we keep now in some instances have become very specific. You can download a copy of the schedule that you need from the Warehouse Operations webpage. If you would like a hard copy, send an email to the Warehouse Operations Secretary.

If you have a specific record and cannot find it on one of the schedules, or have a question, send us an email with the information and we will research that information for you.

The local retention schedules can be found at <https://www.tsl.texas.gov/slr/recordspubs/localretention.html> and also on the Warehouse Operations webpage.

### **Destruction**

Destruction of local government records, contrary to the provisions of the Local Government Records Act of 1989 and administrative rules adopted under it, including this schedule, is a Class A misdemeanor and, under certain circumstances, a third degree felony (Penal Code, Section 37.10). Anyone destroying local government records without legal authorization may also be subject to criminal penalties and fines under the Public Information Act (Government Code, Chapter 552).

The HCDE Records Center uses the shredding process for destruction of paper, microfilm and magnetic media records. Our 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.

For records stored on your campus, an authorized school official must begin the process by completing the necessary details and obtaining the appropriate school district signatures on HCDE's Records Destruction Certificate. When completing the Destruction Certificate, be sure to include any information you feel might be needed should the records require identification at some time in the future. Email the completed form to the Warehouse Operations Secretary, the District Representative, to authorize and submit to HCDE. HCDE will provide you with the completed Records Destruction Certificate after the process is completed.

### **Imaging services and cost estimates**

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. Actual disposal of such records by a local government is subject to the policies and procedures of its records management program.

All forms are available electronically from the HCDE webpage, the Warehouse Services webpage, or we can email them to you.

**HCDE Contact Information**

HCDE General Information & Access	832-386-1006
HCDE Records pick up or deliveries	832-386-2075
HCDE customer service email	csd@hcde-texas.org
HCDE phone number	713-694-9022
HCDE fax number	713-694-9242

All of the new HCDE policies and procedures may be found on the Warehouse Operations webpage along with the forms and retention schedule. If you need more information on the process or need to be trained on the HCDE secure portal process, contact the Warehouse Operations office.