

Section 1. Definition of Records of Uplift Education. 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 characteristics and regardless of whether public access to it is open or restricted under the laws of Texas, created or received by Uplift Education or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be records of Uplift Education and shall be created, maintained, and disposed of in accordance with the provisions of this resolution or procedures authorized by it.

Section 2. Records Declared Public Property. All records as defined in Section 1 of this plan are hereby declared to be the property of Uplift Education. No official or employee of Uplift Education 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 Uplift Education to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of Uplift Education 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 Senior Director for Legal Affairs for Uplift Education will serve as the Records Management Officer for Uplift Education as provided by law and will ensure that the maintenance, destruction, electronic storage, or other disposition of the records are carried out in accordance with the requirements of the Local Government Records Act. The Records Management Officer may designate the campus director or registrar to serve as the records custodian for the individual Uplift Education schools.

Section 5. Records Control Schedules. Appropriate records control schedules issued by the Texas State Library and Archives Commission shall be adopted by the Records Management Officer for use in Uplift Education as provided by law. Any destruction of records of Uplift Education will be in accordance with the Local Government Records Act. Uplift Education specifically adopts Schedules GR (Records Common to All Governments) and SD (Records of Public School Districts) as the control schedules for Uplift Education records, as such schedules now exist or as hereafter amended.