

FORT WORTH ISD | FOR THE RECORD

DISTRICT RECORDS MANAGEMENT



In implementing the Local Government Records Act, school personnel who are **Custodians of Records (COR)** shall cooperate with the District Records Management Department (DRM) in carrying out the policies and procedures established by the District for the efficient and economical management of records and in carrying out the requirements of the Act.

The designee will be the first contact for DRM, and will adequately document the transaction of District business and the services, programs, and duties for which they and their staff are responsible. Maintain the records in their care and carry out the preservation, microfilming, destruction, or other disposition of the records in accordance with the policies and procedures of the District's Records Management Program.

Date:	<input type="text"/>
Department Name:	<input type="text"/>
Department Head:	<input type="text"/>
Office Phone Number:	<input type="text"/>
Office Fax Number:	<input type="text"/>

Primary Contact Title:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Office Number:	<input type="text"/>
Email:	<input type="text"/>

Secondary Contact Title:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Office Number:	<input type="text"/>
Email:	<input type="text"/>

Return Form To: District Records Management Department
E-mail: RecordsManagement@fwisd.org

Custodian of Records