

## **RECORDS**

All documents, papers, letters, books, maps, photographs, sound or video recording, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the Fort Worth Independent School District (FWISD) or any of its officers or employees pursuant to law or in transaction of public business are hereby declared to be the records of Fort Worth Independent School District (FWISD) and shall be created, maintained, and disposed of in accordance state agencies.

This definition does not include:

- a) Extra identical copies of documents created of for convenience
- b) Notes, journals, dairies, and similar documents created by an officer or employee for their convenience
- c) Blank forms, stocks of publications, library and museum materials acquired solely for the purpose if reference or display.

## **ESSENTIAL RECORD**

Essential Record means; any record of FWISD necessary to the resumption or continuation of the operations of FWISD in an emergency or disaster, to the re-creation of the legal and financial status of FWISD, or to the protection and fulfillment of obligations to the people.

## **PERMANENT RECORD**

Permanent record means; any record of FWISD for which the retention period on a records control schedule is given as “permanent”.

## **RECORDS CONTROL SCHEDULE**

Records Control Schedule means; a document prepared by or under the authority of the Records Management Officer listing the records maintained by FWISD, their retention periods, and other records disposition that the records management program may require.