

## **RECORDS MANAGEMENT**

Records Management means; the application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of recordkeeping. The term includes the development of the records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records. The economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports, and correspondence, and the management of micrographics, electronic, copier devices and other records storage systems.

## **RECORDS PROPERTY**

All records of FWISD by definition are declared to be the property of the Fort Worth Independent School District. No FWISD official or employee 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 said records. The unauthorized destruction, removal from files, or use of such records is prohibited. Once an official or employee vacates position, all records will remain in said office, department, and school.