

# BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

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**SUBJECT:** *Records Retention Schedules & Management Training*

**EFFECTIVE DATE:** September 25, 2018

**BOARD POLICY REFERENCE:** CIA(LOCAL)

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## **PURPOSE**

As a public entity, the College District must comply with state and federal records retention schedule minimum standards. This regulation provides links to the online locations of each applicable schedule pertaining to the various types of documents and records the College District manages in the ordinary course of business.

The College District hereby adopts the records retention schedules as they currently exist and as the Texas State Library and Archives Commission may amend in the future.

This regulation also addresses training for the College District's designated records liaisons.

## **RETENTION SCHEDULES**

If you have trouble opening the hyperlink to the respective schedule, please contact the Office of the Executive Vice Chancellor and General Counsel.

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### **Records of Public Junior Colleges**

[LOCAL SCHEDULE JC](#)

This schedule addresses:

- Admission and Assessment Records
  - Academic Records
  - Financial Aid Records
  - Family Educational Rights and Privacy Act Records
  - Accreditation Records
  - Financial Records
  - Personnel Records
  - General Education Development (GED) Testing Records
  - Miscellaneous Records and Reports
  - Library and Museum Records
  - Campus Security Records
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## Records Common to All Local Governments

## [LOCAL SCHEDULE GR](#)

This schedule addresses:

- Administrative Records
    - Records of Governing Bodies
    - General Records
  - Financial Records
    - Fiscal Administration and Reporting Records
    - Accounting Records
  - Personnel and Payroll Records
    - Personnel Records
    - Payroll Records
  - Support Services Records
    - Purchasing Records
    - Facility, Vehicle, and Equipment Management Records
    - Communication Records
    - Workplace Safety Records
  - Information Technology Records
    - Records of Automated Applications
    - Computer Operations and Technical Support Records
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## Records of Public Safety Agencies

## [LOCAL SCHEDULE PS](#)

This schedule addresses:

- Records Common to Public Safety Agencies
  - General Operations Records
  - Vehicle, Equipment, and Animal Records
  - Personnel Records
  - Emergency Communications Records
  - Miscellaneous Records
- Law Enforcement Records
  - Arrest and Offense Records
  - Incident Records
  - Operational Support Records
  - Jail Records
  - Juvenile Records
  - Records of Writs and Process

- Permit Records and Associated Documentation
  - Financial Records page 43
  - Personnel and Training Records
  - Miscellaneous Records
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## **Records of Property Taxation**

[LOCAL SCHEDULE TX](#)

This schedule addresses:

- Appraisal Records
    - Records of Appraisal Review Boards
    - Records of Property Appraisal
  - Property Tax Collection Records
  - Motor Vehicle and Boat Licensing and Registration Records
  - Liquor Licensing Records
  - Occupation Tax Records
  - Miscellaneous Records of County Tax Assessor-Collectors
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## **Records of Elections and Voter Registration**

[LOCAL SCHEDULE EL](#)

This schedule addresses:

- Election Records
  - Candidacy and Campaign Finance
  - Voter Registration Records
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## **Designated Records Liaisons and Training**

Pursuant to Board Policy, all records liaisons (designated below) and other applicable College District personnel shall receive training on the College District's records management program, including CIA(LOCAL) and corresponding procedures.

The College District designates the following staff as Records Liaisons:

Special Assistant to the Chancellor and Board of Trustees  
Vice Chancellor, Business and Finance/CFO (or designee)  
Assistant Vice Chancellor, Business and Finance  
Controller  
Director, Budgets and Insurance  
Director, Administrative Computing Services  
Director, Purchasing and Transportation  
Dean, Student Services

Dean, Financial Aid and Scholarships  
Registrar  
Director, Admissions and Records  
State Reports Coordinator  
Director, Housing and Residential Life  
Judicial Officer  
Director, Disability Services (Bryan)  
Director, Disability Services (Brenham)  
Dean, Institutional Research and Effectiveness  
Data Analyst, Institutional Research and Effectiveness  
Assistant Vice Chancellor, Human Resources  
Director, Human Resources  
Chief of Police  
Assistant Chief of Police  
Administrative Assistant, Police Department  
Administrative Assistant to the Vice Chancellor, Student Services and Administration  
Vice Chancellor, Instruction (or designee)  
Administrative Assistant to the Vice Chancellor, Instruction  
Academic Dean, ANS  
Academic Dean, HU  
Academic Dean, MBET  
Academic Dean, SS  
Academic Dean, VPAK  
Dean, Distance Learning  
Executive Director, Academic Success  
Paralegal  
Administrative Assistant to the Executive Vice Chancellor and General Counsel  
Legal Counsel