

Galena Park ISD Records Management

HCDE Records Management Portal

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Records Retention Schedules

These schedules establish mandatory minimum retention periods for records that are usually found in all local governments, regardless of type. No local government office may dispose of a record listed in this schedule prior to the expiration of its retention period. A records control schedule of a local government may not set a retention period that is less than that established for the record in this schedule.

Here is a brief synopsis of the schedules and who should be using them:

- [*Local Schedule SD*](#) - Retention Schedule for Records of Public Schools. This schedule is the master schedule for everyone in the school district.
- [*Local Schedule GR*](#) - Retention Schedule for Records Common to All Local Governments. This schedule deals with the business aspects, contains information on financial records, and includes specifics on grants and special funding. This would be the second schedule to use for those records not included in Schedule SD.
- [*Local Schedule TX*](#) - Retention Schedule for Records of Property Taxation. This schedule is specific to the Tax Office and possibly the Business Office.
- [*Local Schedule EL*](#) - Retention Schedule for Records of Elections and Voter Registration. This schedule is specific to those handling elections.
- [*Local Schedule PS*](#) - Retention Schedule for Records of Public Safety Agencies. This schedule is for our Security Department.
- [*Local Schedule PW*](#) - Retention Sch

Digital Records

As part of our effort to go completely digital, Galena Park ISD has contracted Ricoh's imaging services to scan two file populations:

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