

LOCAL GOVERNMENT - RECORDS CONTROL SCHEDULE CERTIFICATION AND ACCEPTANCE

Section 1 USE OF FORM (Check One, See Reverse)

- Original Filing - Form SLR 500
- Amended Schedule - Form SLR 500
- Amendment to Schedule - Form SLR 520

Number of Pages in Attachment 2 Date of Attachment 9/28/99

Date of previous schedule the attachment amends, if applicable _____

Section 2 SUBMISSION DATA (See Reverse)

Government Central Texas College District

Office Records Management Program

Department Training

RMO Address PO Box 1800

City Killeen, TX Zip 76540-1800

Telephone 254-526-1214

COPY

Section 3 LOCAL GOVERNMENT CERTIFICATION

The attached document of the type indicated above is submitted for filing pursuant to Local Government Code §203.041. The attachment has been approved according to the ordinance, order, or plan of the local government or elective county office for which I am the Records Management Officer. I certify that the administrative rules for electronic records, adopted under Local Government Code §205.003(a), will be followed for records subject to the rules.

Name and Title (Print or Type) Debbie Havens, RECORDS MANAGEMENT OFFICER

Signature *Debbie Havens* Date 1/25/00

Section 4 TEXAS STATE LIBRARY ACCEPTANCE

The records control schedule, amended schedule, or amendment to schedule submitted for filing with this transmittal sheet has:

- been accepted for filing pursuant to Local Government Code §203.043(a). A record appearing on the schedule or amendment may be disposed of at the expiration of its retention period without additional notice to the director and librarian, subject to the provisions of Local Government Code §203.041(d).
- been accepted for filing subject to the conditions stated in the accompanying letter pursuant to Local Government Code §203.043(d).
- not been accepted for filing pursuant to Local Government Code §203.043(b). See accompanying letter for explanation.

Name and Title (Print or Type) MARY ANN ALBIN - MANAGER, RECORDS MGMT. ASSISTANCE

Signature *Mary Ann Albin* Date FEB 23 2000

014-19-001

LOCAL GOVERNMENT RECORDS CONTROL SCHEDULE

Pursuant to Local Government Code §203.041
Texas State Library and Archives Commission

SLR 500 (2/93)

ORIGINAL FILING AMENDED FILING

Date September 28, 1999 Page 1 of 2

Government Central Texas College District

Office (If Applicable) Training

Department (If Applicable) Human Resource Management Division

Address PO Box 1800

City Killeen Zip 76540-1800 Telephone 254-526-1214

Records Management Officer Debra Havens

RECORD NUMBER	RECORD TITLE	RETENTION PERIOD			DISPOSITION
		OFFICE	STORAGE	TOTAL	
1000-26	Correspondence and Internal Memoranda a) b) c)	5 years 2 years AV		5 years 2 years AV	
1000-40	Records Management Records a) c)	PERM AV		PERM AV	
1000-41	Reports and Studies: (Non-Fiscal) a.4) b)	3 years 1 year		3 years 1 year	
1025-04	Budget and Documentation c)	2 years		2 years	
1050-11	Employee Selection Records	2 years from the creation (or receipt) of the record or the personnel action involved, whichever later.		2 years from the creation (or receipt) of the record or the personnel action involved, whichever later.	

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RECORD NUMBER	RECORD TITLE	RETENTION PERIOD			DISPOSITION
		OFFICE	STORAGE	TOTAL	
1050-28	Training and Educational Attainment Records: b) c)	3 years Until Superseded		3 years Until Superseded	
5825-17	Training Course Information	AV		AV	