

## Sec. 1. DEFINITIONS

### a) ***“Records”***

The term “records” means all documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other 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 UT Tyler University Academy, or any of its officers or employees pursuant to law or in the transaction of public business, are hereby declared to be the records of UT Tyler University Academy and shall be created, maintained, and disposed of in accordance with the provisions of this ordinance or procedures authorized by it and in no other manner.

The term “records” does not include:

1. Convenience copies: “Extra identical copies of documents created only for convenience of reference or research;”
2. Copies of documents furnished to the public (to fulfill a Public Information Act request).
3. Blank forms/stocks of publications; or
4. Library or museum materials.

### b) ***“Essential Record”***

The term “essential record” means any record of UT Tyler University Academy necessary to the resumption or continuation of operations of UT Tyler University Academy in an emergency or disaster, to the recreation of the legal and financial status of UT Tyler University Academy, or to the protection and fulfillment of obligations to the people of the state.

### c) ***“Records Management”***

The term “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 record keeping. The term includes the development of 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 micrographic and electronic and other records storage systems.

### d) ***“Records Management Officer”***

The term “records management officer” means the persons designated under Section 9 of this policy.

**Sec. 2. RECORDS DECLARED PUBLIC PROPERTY**

All records as defined in Section 1 of this policy are hereby declared to be the property of UT Tyler University Academy. No official or employee of UT Tyler University Academy 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 them. The unauthorized destruction, removal from files, or use of such records is prohibited.

**Sec. 3. POLICY**

As a department of UT Tyler, the UT Tyler University Academy will abide by UT Tyler’s established records management policies as defined at <https://www.uttyler.edu/recordsretention/>

**SEC. 4. RECORDS MANAGEMENT OFFICER**

The UT Tyler VP of Business Affairs will serve as Records Management Officer for UT Tyler University Academy as provided by law, and will ensure that the maintenance, destruction, electronic storage, or other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act.

**SEC. 5. RECORD OF ACCESS**

UT Tyler University Academy shall maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student, (except access by parents and authorized employees of the participating agency), including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records. The record of access shall be maintained with the education records of the student as long as the records are maintained.