

**RECORDS MANAGEMENT POLICY  
OF THE  
LOWER BRUSHY CREEK WATER CONTROL AND IMPROVEMENT DISTRICT**

The Texas Local Government Records Act (Title 6, Subtitle C, Texas Local Government Code), provides that each local government must establish an active and continuing records management program; and the Lower Brushy Creek Water Control and Improvement District desires to adopt a plan to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping; now therefore:

**SECTION 1. DEFINITION OF RECORDS OF THE** Lower Brushy Creek Water Control and Improvement District. All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information-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 the Lower Brushy Creek Water Control and Improvement District or any of its officers or employees pursuant to law or in the transaction of public business, are declared to be the records of the Lower Brushy Creek Water Control and Improvement District 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.

**SECTION 2. RECORDS DECLARED PUBLIC PROPERTY.** All records as defined in Sec. 1 of this plan are declared to be the property of the Lower Brushy Creek Water Control and Improvement District. No official or employee of the Lower Brushy Creek Water Control and Improvement District 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.

**SECTION 3. POLICY.** It is declared to be the policy of the Lower Brushy Creek Water Control and Improvement District to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of this office through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act and accepted records management practice. This policy shall apply to all employees, agents, independent contractors, and volunteers of the Lower Brushy Creek Water Control and Improvement District.

**SECTION 4. RECORDS MANAGEMENT OFFICER.** The Office Manager/District Clerk will serve as Records Management Officer for the Lower Brushy Creek Water Control and Improvement District as provided by law and will develop policies and procedures to ensure that the maintenance, preservation, security, destruction, electronic storage, and other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act.

**SECTION 5. RECORDS CONTROL SCHEDULES.** Appropriate records control schedules issued by the Texas State Library and Archives Commission shall be adopted by the Records Management Officer for use in Lower Brushy Creek Water Control and Improvement District, as provided by law. The Records Management Officer shall prepare amendments to the schedules as needed to reflect new records created or received by this office, or revisions to retention periods established in a records retention schedule issued by the Commission. Any destruction of records of the Lower Brushy Creek Water Control and Improvement District will be in accordance with these schedules and the Local Government Records Act.

RECORDS MANAGEMENT POLICY OF THE  
LOWER BRUSHY CREEK WATER CONTROL AND IMPROVEMENT DISTRICT

APPROVED AND ADOPTED on this 16 day of March 2026.

By: Edmond Komandosky  
Edmond Komandosky  
President, Board of Directors

ATTEST:

By: Monica P Masters  
Monica P. Masters  
Secretary/Treasurer, Board of Directors