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Hubert Oxford, IV

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November 16, 2017

Via USPS First Class

State and Local Records Management Division
Texas State Library and Archives Commission
P.O. Box 12927
Austin, Texas 78711-2927

Re: Winnie Stowell Hospital District Document Retention Program

Dear Sir or Madam,

Enclosed please find copies of the following records being submitted on behalf of Winnie Stowell Hospital District:

1. Order Establishing Records Management Program;
2. Designation of Local Government Records Management Officer; and,
3. Declaration of Compliance.

Should you have any questions or require additional information, please contact us to discuss further.

Sincerely,

BENCKENSTEIN & OXFORD, L.L.P.

By: 

Hubert Oxford, IV

HOIV
Enclosures

**ORDER ESTABLISHING
RECORDS MANAGEMENT PROGRAM**

THE STATE OF TEXAS

§

§

COUNTY OF CHAMBERS

§

WHEREAS, Title 6, Subtitle C, Local Government Code (Local Government Records Act), provides that each local government must establish an active and continuing records management program; and

WHEREAS, Winnie Stowell Hospital District (“DISTRICT”) desires to adopt a plan for that purpose and to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping.

THEREFORE, DISTRICT adopts the following:

SECTION 1. DEFINITION OF RECORDS OF 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 DISTRICT 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 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 hereby declared to be the property of DISTRICT. No official or employee of 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 hereby declared to be the policy of 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.

SECTION 4. RECORDS MANAGEMENT OFFICER. DISTRICT’s District Manager will serve as records management officer for DISTRICT 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.

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 DISTRICT, as provided by law. Any destruction of records of DISTRICT will be in accordance with these schedules and the Local Government Records Act.

Signed this the 15th day of November, 2017.

**CHAMBERS COUNTY EMERGENCY
SERVICES DISTRICT NO. 1**

By: 
Edward Murrell, President
Board of Directors

ATTEST:

Raul Espinoza, Secretary
Board of Directors

CERTIFICATE FOR ORDER

THE STATE OF TEXAS §
§
COUNTY OF CHAMBERS §

The undersigned officer of the Board of Directors of Winnie Stowell Hospital District hereby certifies as follows:

1. The Board of Directors of Winnie Stowell Hospital District convened in a regular meeting on the 15 day of November, 2017, at the District’s Administrative Office, located at the Winnie Community Hospital, 538 Broadway, Winnie, Texas 77765, and the roll was called of the duly constituted officers and members of the Board, to wit:

- Ed Murrell, President
- Jeff Rollo, Vice-President
- Anthony Stramecki, Treasurer
- Raul Espinosa, Secretary
- Sharon Burgess, Director

and all of said Directors were present, except Directors (s) _____, thus constituting a quorum. Whereupon, among other business, the following was transacted at the meeting:

**ORDER ESTABLISHING
RECORDS MANAGEMENT PROGRAM**

was introduced for the consideration of the Board. It was then duly moved and seconded that the Order be adopted, and, after due discussion, the motion, carrying with it the adoption of the Order, prevailed and carried by majority of the Board.

2. A true, full and correct copy of the Order adopted at the meeting described in the above paragraph is attached to this certificate; the Order has been duly recorded in the Board’s minutes of the meeting; the persons named in the above and foregoing paragraph are the duly chosen, qualified and acting officers and members of the Board as indicated therein, each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place and purpose of the aforesaid meeting, and that the Order would be introduced and considered for adoption at the meeting, and each of the officers and members consented, in advance, to the holding of the meeting for such purpose; the meeting was open to the public as required by law; and public notice of the time, place and subject to the meeting was given as required by Chapter 551 of the Government Code.

SIGNED AND SEALED this 15th day of November, 2017.

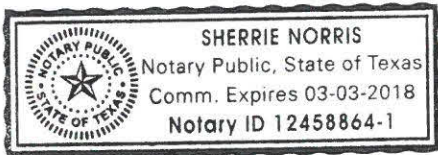


Raul Espinoza, Secretary
Board of Directors

THE STATE OF TEXAS §
 §
COUNTY OF CHAMBERS §

This instrument was acknowledged before me on this 15 day of November, 2017, by Raul Espinoza, Secretary of the Board of Directors for Winnie Stowell Hospital District on behalf of said District.

(seal)





Notary Public Signature



SLRM
STATE AND LOCAL
RECORDS
MANAGEMENT

Designation of Local Government Records Management Officer

Purpose: The purpose of this form is to notify the Texas State Library and Archives Commission of a change in Records Management Officer (RMO).

Instructions: Elected officials complete Section One **only**; all other local governments complete Section Two **only**.

Section 1 Elected County Officials **ONLY**

1. County: _____
2. Title of Office: _____
3. Name of Officeholder: _____
4. Address: _____
5. City: _____ ZIP code: _____
6. Telephone: _____
7. Email address (optional): _____

Please subscribe this email address to *The Texas Record* blog for news and training information.

Signature _____ Date: _____

Section 2 All Other Local Government Offices

Before filling out this form, consult the Records Management policy/order/ordinance ("policy") approved by your governing body. If the position of the RMO has changed, or if the policy names an individual who is no longer serving as RMO, a new policy must be filed along with this form.

1. Government: Winnie Stowell Hospital District
2. Position Designated in Policy: District Administrator
3. Individual's Name: Sherrie Norris
4. Address: P.O. Box 1997 or 538 Broadway
5. City: Winnie ZIP code: 77765
6. Telephone: 409-296-1003
7. Email address (optional): sherrie@wshd-tx.com

Please subscribe this email address to *The Texas Record* blog for news and training information.

Signature *Sherrie Norris* Date: November 15, 2017

Please return original, signed form within 30 days of RMO change to:

State and Local Records Management Division
Texas State Library and Archives Commission
P.O. Box 12927
Austin, TX 78711-2927



SLRM
STATE AND LOCAL
RECORDS
MANAGEMENT

Declaration of Compliance

with the Records Scheduling Requirement of the Local Government Records Act
Submitted pursuant to Local Government Code §203.041(a)(2)

Section 1 SUBMISSION OF DATA

- Government: Winnie Stowell Hospital District
- Address: _____
City: _____ ZIP code: _____
- Telephone: _____
- Email (optional): sherrie@wsdh-tx.com

Section 2 LOCAL GOVERNMENT CERTIFICATION

As records management officer for the local government or elective county office named, I hereby declare, that in lieu of filing records control schedules, we have adopted records control schedules that comply with minimum requirements established on records retention schedules issued by the Texas State Library and Archives Commission (as checked below) for use in our records management program. In doing so, I also certify that the administrative rules for electronic records, adopted by the commission under Local Government Code §205.003(a) will be followed for records subject to the rules. I understand that:

- the validity of this declaration is contingent on its acceptance for filing by the commission;
- if we have previously filed documentation with the commission in which we declared our intent to retain all records permanently, we must attach amended documentation to this declaration before it can be accepted for filing;
- the records retention schedules adopted by this declaration may be amended by filing for approval a supplemental Records Control Schedule Amendment (SLR 520) on which are listed proposed retention periods for records that do not appear on schedules issued by the commission (as checked below);
- if a supplemental Records Control Schedule Amendment is not filed, we must file a Request for Authorization to Destroy Unscheduled Records (SLR 501) in order to destroy records that do not appear on schedules issued by the commission (as checked below); and
- the commission will provide us with access to subsequent editions of any schedules issued by the commission.

1. I hereby declare that our records control schedules will comply with the following schedules issued by the commission:

- | | |
|---|--|
| <input type="checkbox"/> Schedule CC (Records of County Clerks) | <input type="checkbox"/> Schedule LC (Records of Justice and Municipal Courts) |
| <input type="checkbox"/> Schedule DC (Records of District Clerks) | <input type="checkbox"/> Schedule PS (Records of Public Safety Agencies) |
| <input type="checkbox"/> Schedule EL (Records of Elections and Voter Registration) | <input type="checkbox"/> Schedule PW (Records of Public Works and Services) |
| <input checked="" type="checkbox"/> Schedule GR (Records Common to All Governments) | <input type="checkbox"/> Schedule SD (Records of Public School Districts) |
| <input checked="" type="checkbox"/> Schedule HR (Records of Public Health Agencies) | <input type="checkbox"/> Schedule TX (Records of Property Taxation) |
| <input type="checkbox"/> Schedule JC (Records of Public Junior Colleges) | <input type="checkbox"/> Schedule UT (Records of Utility Services) |

2. If any records control schedules or amendments have been filed with the commission, I also hereby declare that those schedules or amendments:

- are superseded by this declaration.
- are not superseded by this declaration. I understand that, in the event of a conflict between the previously filed records control schedules or amendments and the schedules adopted by this declaration, the longer retention period shall apply.

Name and Title: Sherrie Norris, District Administrator

Signature: *Sherrie Norris* Date: 11/15/17

Section 3 TEXAS STATE LIBRARY ACCEPTANCE (to be completed by Texas State Library)

This Declaration of Compliance has been accepted for filing pursuant to Local Government Code §203.043(a). A record appearing on a schedule issued by the commission (as checked above) 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).

Name and Title: _____

Signature: _____ Date: _____