



Plum Creek Conservation District

PUBLIC HEARING NOTICE

PROPOSED AMENDMENTS TO RECORDS RETENTION SCHEDULE

The Plum Creek Conservation District will hold a public hearing on proposed amendments to the Records Retention Schedule. The Hearing on the proposed Records Retention Schedule will be held at:

9:30 A.M.
Friday, May 24th, 2024
1101 West San Antonio St.
Lockhart, Texas 78644

The proposed Records Retention Schedule will amend PCCD's January 2024 Records Retention Schedule as follows:

1. For documents not specifically listed in PCCD's January 2024 Approved Records Retention Schedule, the retention period for those documents is subject to the most current and applicable version(s) of the Texas State Library and Archives Commission (TSLAC) Local Government Retention Schedules. All corresponding destruction information shall be documented on the PCCD Record Destruction Log.
2. Page 1 Clarification - FE is abbreviation for Fiscal Year End.
3. Page 2 Revision - Tax Assessor/Collector Reports will be amended to include two types of records: Monthly and Yearly reports.

Copy of the Proposed Amended Records Retention Schedule is available at the Plum Creek Conservation District's office and is posted on the District's web site: www.pccd.org. Written or oral comments may be submitted during the hearing or sent in advance to 1101 West San Antonio St., Lockhart, Texas 78644.

For more information, please contact:

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