



Agenda | Day One | April 10th

8:45 – 9:00

Introductions and Welcome

TASBO Staff

9:00 – 10:00

Introduction to School Records Management

Gain foundational insights into school records management, including the basics of records retention rules and essential governance principles. This session will equip participants with the key concepts, terms, and acronyms necessary for effective records management in educational settings.

Tammy Yarbrough
Records Management Officer
New Caney ISD

10:10 – 11:10

Best Practices in Getting Records in Control

This session includes strategies for emergency preparedness and records recovery, providing a comprehensive look at how to maintain control over records in any situation.

Dan Gibbens
President & CEO
RCI

Robin Tell
Records Management Officer
Leander ISD

11:20 – 12:20

Student Records Management

Delve into the complex legal framework surrounding student records, covering key legislation and the implication for schools. The session will emphasize the creation of robust compliance programs and address the digital challenges in managing student records, including necessary employee training aspects.

Dianna Drew
Executive Director of Technical & Digital Solutions
Grand Prairie ISD

BREAK

Lunchtime

1:20 – 2:20

Public Information Act 101

This presentation covers the basics of the Texas Public Information Act (the "Act"), including deadlines for responding to open records request and the responsibilities of governmental bodies under the Act

Jahnna Ward
Assistant Attorney General III
Texas Attorney General

2:30 – 3:30

Applying Records Management Principles in Collaborative Tools and Atmospheres

Explore the adaptation of records management principles in the context of collaborative digital tools and environments, focusing on the challenges and strategies to maintain compliance and efficiency in modern educational settings.

Erica Wilson-Lang
Records Management Analyst
TSLAC

3:40 – 4:40

Local Government Retention Schedule Updates and Open Data Portal

This session naturally follows the previous one, providing updates and insights on TSLAC's process for revising the 12 local retention schedules and guidance for downloading applicable schedules out of Department of Information resource's Open Data Portal to create an effective internal retention schedule.

Rebecca Hanna
Government Information Analyst
TSLAC

Agenda | Day Two | April 11th

8:55 – 9:00

Welcome

9:00 – 10:00

Deep Dive into FERPA Compliance, Part 1

Thoroughly cover FERPA, examining compliance challenges, case studies, and best practices in depth. This session will serve as a cornerstone for understanding the nuances and importance of FERPA in school records management.

Debbie Esterak
Partner
Rogers, Morris & Grover LLP

BREAK

Hotel Check Out

10:20 – 11:20

Deep Dive into FERPA Compliance, Part 2

A continuation of the FERPA deep dive.

Debbie Esterak
Partner
Rogers, Morris & Grover LLP

11:30 – 12:30

FERPA in the Trenches

A unique session partnering a school attorney with a school chief of police to discuss practical, real-world applications of FERPA. This discussion aims to provide guidance on navigating difficult scenarios involving records requests, followed by a Q&A session to address specific concerns and scenarios from attendees.

Allyson Collins
General Counsel
Lake Travis ISD

Matt Greer
Chief of Police
Eanes ISD Police Department