

Office of Superintendent of Schools  
Board Meeting of March 15, 2000

February 29, 2000

Personnel Management and Services  
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: APPOINT AND ASSIGN:  
COORDINATOR  
RECORDS AND FORMS MANAGEMENT**

The following recommendation is made in accordance with Board Rule 6Gx13- 4A-1.16.

The Coordinator, is responsible for developing, operating, and monitoring comprehensive records management and forms control programs for the District, as required by State Statutes and Board Rules; and supervises the District Records Center and the Forms Design section.

This recommendation is the direct result of the Board-approved advertisement and selection process.

This item will be made available prior to the Board meeting of March 15, 2000.