

ORDINANCE NO. 2026-11

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, ADOPTING A RECORDS MANAGEMENT POLICY FOR THE CITY OF BURNET IN ACCORDANCE WITH THE TEXAS LOCAL GOVERNMENT RECORDS ACT; ESTABLISHING POLICIES AND PROCEDURES FOR THE CREATION, MAINTENANCE, RETENTION, AND DISPOSITION OF CITY RECORDS; DESIGNATING A RECORDS MANAGEMENT OFFICER; ADOPTING RECORDS CONTROL SCHEDULES ISSUED BY THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION; AND PROVIDING FOR RELATED MATTERS

WHEREAS, the Texas Local Government Records Act (Title 6, Subtitle C, Local Government Code) requires each local government to establish an active and continuing records management program; and

WHEREAS, the City of Burnet desires to adopt a plan to prescribe policies and procedures consistent with the Local Government Records Act and in the interest of cost-effective and efficient recordkeeping;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, THAT:

Section One. Definition of the Records of the City of Burnet. All records, regardless of physical form or characteristic, and whether access is public or restricted under state law, created or received by the City of Burnet or its officers or employees in the course of public business are declared to be City records and shall be created, maintained, and disposed of only in accordance with this ordinance or procedures authorized by it.

Section Two. Records Declared Public Policy. All records, as defined in Section 1 of Exhibit A, are the property of the City of Burnet. No officer or employee has any personal or property right in such records, even if the officer or employee developed or compiled them. Unauthorized destruction, removal, or use of such records is prohibited.

Section Three. Policy. It is the policy of the City of Burnet to provide efficient, economical, and effective control over the creation, maintenance, use, and disposition of all City records through a comprehensive records management system, consistent with the Local Government Records Act and accepted records management practices. This policy applies to all employees, agents, independent contractors, and volunteers of the City.

Section Four. Records Management Officer. The City Secretary is hereby designated as the Records Management Officer for the City of Burnet, as provided by law, and shall develop and administer policies and procedures to ensure that the maintenance, preservation, security, destruction, electronic storage, and other disposition of City records are carried out in accordance with the requirements of the Local Government Records Act.

Section Five. Records Retention Schedules. The Records Management Officer shall adopt and implement records control schedules issued by the Texas State Library and Archives Commission, as updated from time to time. All City records, including new records and any changes to retention periods, shall be managed in accordance with the most current schedules. Destruction of records shall follow these schedules and the Local Government Records Act.

Section Six. Severability. If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

Section Seven. Open Meetings. It is hereby officially found and determined that the meeting at which this ordinance was passed was open to the public and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act.

Section Eight. Effective Date. This Ordinance shall be effective upon the date of final adoption hereof.

PASSED, APPROVED, AND ADOPTED on this 14th day of April 2026.

CITY OF BURNET, TEXAS

Gary Wideman, Mayor

ATTEST:

Maria Gonzales, City Secretary