



Item Brief

Meeting Date

April 14, 2026

Agenda Item

Discuss and consider action: Ordinance No. 2026-11: M. Gonzales

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

Information

The Texas Local Government Records Act requires local governments to establish and maintain an active records management program. This item considers adoption of a Records Management Plan for the City of Burnet to ensure compliance with state law and to promote efficient, cost-effective recordkeeping practices.

The plan defines what constitutes City records, establishes that all such records are City property, and outlines policies governing their creation, maintenance, use, and disposition. It further designates the City Secretary as the Records Management Officer responsible for administering the program and ensuring compliance with applicable laws.

Additionally, the plan adopts records control schedules issued by the Texas State Library and Archives Commission, ensuring that all records are retained and disposed of in accordance with state-approved retention requirements.

Fiscal Impact

None.

Recommendation

Staff recommends approval of Ordinance No. 2026-11 as presented.