



CITY COUNCIL CONSIDERATION ITEM
CITY OF FAIR OAKS RANCH, TEXAS
December 1, 2022

AGENDA TOPIC: Consideration and possible action on approving the first reading of an Ordinance regarding extending the retention period of audiovisual recordings of open meetings from 90 days to six (6) years

DATE: December 1, 2022

DEPARTMENT: City Secretary, Information Technology

PRESENTED BY: Christina Picioccio, TRMC, City Secretary
Brian LeJeune, IT Manager

INTRODUCTION/BACKGROUND:

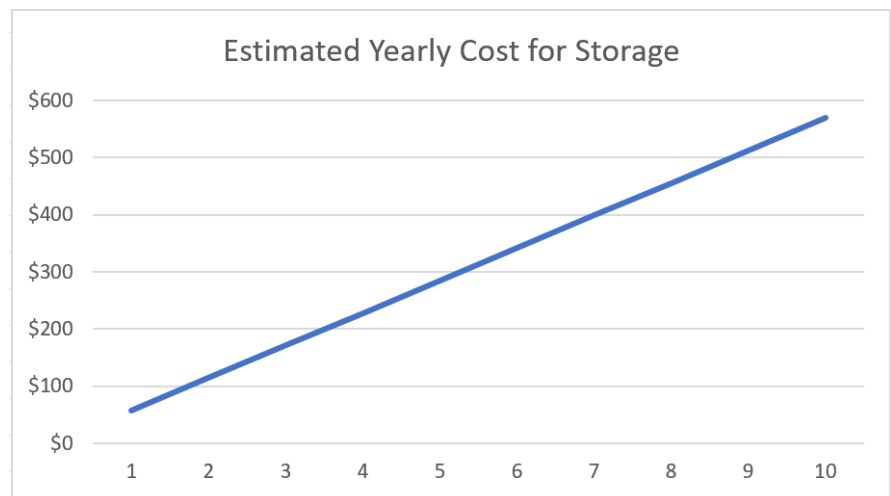
On October 21, 2021, City Council approved Records Management Ordinance 2021-06. This Ordinance memorialized the Council's decision to adopt the Texas State Library and Archives Commission (TSLAC) retention schedules for local governments. At that time Council elected to extend the retention schedule of a select list of agenda/minutes related records (see table below). Due to the uncertainty of file size and server space utilization Council opted to maintain the audiovisual recordings of open meetings as per the minimum standard retention schedule (90 days). Council directed staff to monitor recording sizes and to evaluate server storage capacity.

<u>Record Number</u>	<u>Record Title</u>	<u>TSLAC Record Description</u>	<u>CoFOR New Retention Period</u>
GR 1000-01a	Agendas	Open Meetings 1. If the minutes describe each matter considered by the governing body and reference to an agenda is not required. (2 Years)	10 Years
GR 1000-03g	Minutes (Agenda Packets)	Supporting documentation – One copy of each document of any type submitted to a meeting of a governing body for consideration, approval, or other action; if such action is reflected in the minutes of the meeting. (2 Years)	10 Years
GR 1000-03e	Minutes (Recordings)	Audio-only recordings of open meetings for which written minutes are prepared. (90 Days After Approval of Minutes)	6 Years
GR 1000-03e	Minutes (Recordings)	Audiovisual recordings of open meetings for which written minutes are prepared. (90 Days After Approval of Minutes)	90 Days

The IT Department has analyzed our existing data usage since deploying our new video recording equipment and has determined that Council has utilized approximately 63 GB of storage since we started streaming council meetings. The following Boards and Committees open meetings: MDD, P&Z, and ZBOA, also recorded to facilitate the creation of meeting minutes but not streamed on YouTube, have utilized a combined total of 21 GB.

The IT Department will be moving the City's storage to a secure cloud provider where we will be charged an annual rate commensurate with total cumulative data usage with that provider. To that end the question changes from what the City's storage capacity is to how much are will willing to spend on storage annually. The table below illustrates cost calculations based on the six (6) months of measured data (Council & Boards) extrapolated for the next ten years.

Year	Cost Per Year
1	\$57
2	\$114
3	\$171
4	\$228
5	\$285
6	\$342
7	\$399
8	\$455
9	\$512
10	\$569



The purpose of this agenda item is to determine if Council would like to extend the retention period for audiovisual recordings beyond our current 90-day retention. Changes to the audiovisual recording schedule will require an amendment of the Ordinance (Exhibit A). As Council previously determined a six (6)-year retention period for audio-only recordings, staff proposes that the audiovisual recordings remain consistent with a six (6)-year retention period.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

Access to the City's audiovisual records affords those citizens who are unable to attend council meetings the opportunity to view the meetings at their leisure. Should City Council desire to prolong the retention period of audiovisual recordings this would allow citizens extended time to review these records.

Promotes consistency with previously determined audio-only recording retention period.

These recommendations are consistent with Strategic Action Plan 5.2.5 Develop and Implement Live Stream and Video Capabilities for Council Meetings and 5.3.2 Develop and Implement a Records Management Plan.

LONG-TERM FINANCIAL & BUDGETARY IMPACT:

Long-term financial and budgetary impacts are dependent upon retention schedule adopted by City Council. Storage costs are based on six (6) months of actual data usage. The number of meeting estimates are based on the past three (3)-year averages. Longer retention periods will incur more costs as the storage costs are cumulative – see table above. The proposed six (6)-year recommendation will ultimately cost approximately \$342.00 annually once we meet the sixth year of maintaining records.

LEGAL ANALYSIS:

Ordinance approved as to form.

RECOMMENDATION/PROPOSED MOTION:

I move to approve the first reading of an Ordinance to extend the retention period of audiovisual recordings of open meetings from 90 days to six (6) years.