

RESOLUTION NO. 2026-R-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLEN ROSE, TEXAS, ADOPTING A RECORDS MANAGEMENT PLAN PURSUANT TO THE TEXAS LOCAL GOVERNMENT RECORDS ACT AND AUTHORIZING IMPLEMENTATION.

WHEREAS, the Texas Local Government Records Act (Local Government Code Chapters 201-205) requires that each local government establish a records management program to ensure the proper creation, maintenance, preservation, and disposition of local government records;

WHEREAS, the Texas State Library and Archives Commission (TSLAC) has adopted rules in thirteen (13) Texas Administrative Code Chapter seven (7) and issued local government retention schedules governing the lawful retention and disposition of records;

WHEREAS, the City Council of the City of Glen Rose recognizes the need to adopt a comprehensive Records Management Plan to comply with state law and administrative rules, protect essential records, and promote efficient and transparent government operations;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLEN ROSE, TEXAS;

1. That the Records Management Plan attached hereto in Exhibit A and incorporated herein by reference is hereby adopted as the official plan of the City of Glen Rose for the management of local government records.
2. That the City Secretary is designated as the Records Management Officer (RMO) for the City of Glen Rose and is authorized and directed to implement the Records Management Plan, file all required forms with the Texas State Library and Archives Commission, and ensure compliance with applicable laws and rules.
3. That all officers and employees of the City shall comply with the Records Management Plan and cooperate fully with the Records Management Officer in its implementation.
4. That this Resolution shall take effect immediately upon its adoption.
- 5.

PASSED AND APPROVED on this 10th day of February 2026.

ATTEST:

Joe Boles, Mayor

Veronica Welch, City Secretary