

**City of Glen Rose
Records Management Policy and Plan**

Adopted by the City Council of the City of Glen Rose

**Effective Date: February 10, 2026
Resolution No.:2026-R-03**

Records Management Policy

Purpose and Authority

This policy establishes the City of Glen Rose's records management program to ensure the lawful creation, maintenance, preservation, access, and disposition of city records, consistent with the Texas Local Government Records Act (Local Government Code Chapters 201–205) and rules adopted by the Texas State Library and Archives Commission (TSLAC).

Scope

This policy applies to all City officers, employees, boards, commissions, departments, programs, and systems, including the municipal court and any utility or taxation functions operated by the City. It covers all formats (paper, electronic, microfilm, audio/video, SMS, email, social media, etc.).

Definitions

- **Local Government Record:** Any recorded information documenting city business, created or received by the City or its officers/employees, regardless of format, excluding convenience copies, personal notes, blank forms, library/museum materials, and copies furnished to the public. (LGC §201.003)
- **Records Management Officer (RMO):** The individual responsible for administering the city's records management program and related compliance duties. (LGC §203.023)
- **Custodian:** The appointed or elected official in charge of an office that creates or receives city records. (LGC §201.003(2); 13 TAC §7.71)
- **Essential Record:** Records necessary to continue city operations, re-create legal/financial status, or protect obligations to residents in an emergency/disaster. (LGC §201.003(5))

Governance and Program Structure

Designation of RMO: The City Secretary is designated as the Records Management Officer (RMO). The City will file TSLAC Form SLR 504 and maintain current contact information with TSLAC. (LGC §203.021–§203.023)

RMO Duties: Establish procedures; administer the program; prepare/adopt records control schedules; preserve permanent records; protect essential records; ensure lawful disposition; disseminate guidance to custodians. (LGC §203.023)

Records Liaisons and Custodians: Each department director (and the Presiding Judge for Municipal Court) shall appoint a records liaison to work with the RMO. Custodians remain responsible for compliance within their offices. (LGC §203.022)

Adoption of TSLAC Local Retention Schedules

The City adopts by reference the TSLAC Local Government retention schedules applicable to municipalities, including: GR — Records Common to All Local Governments (5th ed.); LC — Justice and Municipal Courts (Revised 2nd ed.) if applicable; EL — Elections and Voter Registration (4th ed.); TX — Property Taxation (3rd ed.) if applicable; UT — Utility Services (2nd ed.) if applicable; and PW — Public Works and Other Government Services (2nd ed.). Adoption is pursuant to 13 TAC §7.125 and Gov't Code §441.158. The City will file TSLAC Form SLR 508.

Policy Effect: No City record listed on an adopted schedule may be destroyed before its minimum retention period, and a City record's retention period applies regardless of medium. (13 TAC §7.125)

Records Control Schedules and Inventories

City Records Control Schedule (RCS): The RMO will compile office-level records control schedules mapping City record series to adopted TSLAC schedules and any superseding legal citations. (LGC §203.041; Gov't Code §441.158(e))

Records Inventory: Departments shall complete inventories using TSLAC templates to support accurate scheduling and disposition. (TSLAC Bulletin C)

Electronic Records, Email, and Systems

Standards and Procedures: All electronic records are subject to Chapter 205, LGC, and TSLAC's electronic records rules (13 TAC §§7.71–7.78). The City will integrate electronic records management into IT governance and provide training per §7.72(c).

Minimum Requirements & Security: Maintain documentation of systems, locations/media; ensure minimum requirements and security for electronic records; and protect metadata needed to access permanent records. (13 TAC §§7.74–7.76)

Maintenance & Migration: Ensure reliability, integrity, and usability of electronic records through media maintenance, format migration, and environmental controls per §7.76 (e.g., magnetic media 65–75°F, 30–50% RH; optical 14–74°F, 20–50% RH).

Destruction of Electronic Records: Electronic records must be destroyed in accordance with §7.78 and Chapter 205, ensuring complete and irretrievable deletion consistent with retention and legal holds.

Microfilming (if used)

If the City uses microfilm, it shall follow TSLAC standards in 13 TAC Subchapter B, including production tests/inspections (§7.25), storage of original microfilm (§7.26), and documentation (§7.34).

Storage Standards

Permanent records must be stored to meet TSLAC storage standards (13 TAC Subchapter F), including environmental controls and inspections for permanent and certain non-permanent court records.

Access, Confidentiality, and Open Government

Manage records in alignment with the Public Information Act (Gov't Code Chapter 552), Open Meetings Act (Gov't Code Chapter 551), and the Local Government Records Act. Provide training addressing confidentiality requirements and access restrictions.

Holds: Litigation, Audit, and Public Information Requests

No record may be destroyed if subject to litigation, audit, claims, negotiations, administrative review, or a Public Information Act request; such records must be retained until completion/resolution. (LGC §202.002)

Disposition and Documentation

Approval to Destroy: Confirm retention met; verify no holds; confirm business need ended; obtain RMO approval; select appropriate destruction method (secure physical destruction or certified digital erasure) per LGC §202.003 and 13 TAC §7.78.

Disposition Log: Maintain disposition logs (series, volume, dates, method, authorizations). These logs are city records with retention under Schedule GR.

Archival Transfer: Records appraised as permanent/archival shall be preserved and, when appropriate, transferred to an archival institution consistent with Government Code Chapter 441.

Essential Records and Disaster Planning

Each department shall identify essential records and include them in the City's Continuity of Operations and Information Disaster Plan, ensuring off-site backups and recovery procedures per TSLAC guidance.

Training and Compliance

The RMO will provide training on retention schedules, electronic records, confidential information handling, and disposition procedures. The City will utilize TSLAC's Quick-Start Packet for local RMOs and liaisons.

Forms and Filings

Maintain current filings with TSLAC, including: SLR 504 — Designation of RMO; and SLR 508 — Declaration of Compliance adopting the applicable TSLAC Local Retention Schedules.

Review and Updates

The RMO will review this policy biennially and propose updates as needed to reflect changes in statutes, administrative rules, and TSLAC schedules. When TSLAC amends schedules or rules, the City will update its program accordingly. (Gov't Code §441.158(e); 13 TAC §7.125)

Enforcement

Unauthorized destruction or alienation of local government records may result in penalties under the Local Government Records Act and Penal Code §37.10. City employees are subject to disciplinary action for violations of this policy.

Signatures

Adopted by the City Council of the City of Glen Rose on this ____ day of _____, 20__.

Mayor

City Secretary (Records Management Officer)

City Administrator

Records Management Plan

Owner: Records Management Officer (RMO) – City Secretary

Version: 1.0 (Effective February 10, 2026)

Reviewed: Annually by the RMO and City Administrator

A. Program Governance

Roles & Responsibilities:

- **RMO (City Secretary):** Administers the program; prepares/adopts records control schedules (RCS); ensures preservation of permanent and essential records; oversees lawful disposition; provides training; files TSLAC forms (SLR 504, SLR 508). (LGC §203.023)
- **Department Custodians:** Maintain compliance; complete inventories; implement retention and holds; appoint a records liaison. (LGC §203.022)
- **Records Liaisons:** Coordinate with RMO on inventories, scheduling, and disposition; maintain local logs; assist with training.
- **Information Technology (IT):** Implements electronic records controls, system documentation, migration strategies, and security under 13 TAC Subchapter C.

Governance Artifacts: Policy; SLR 508 Declaration of Compliance; SLR 504 Designation of RMO; this Plan and department procedures.

B. Planning & Inventory (Quarter 1–2)

Citywide Records Inventory: Use TSLAC templates to capture series, formats, locations, systems, and owners. Prioritize Council/Administrator/City Secretary, Finance, HR/Payroll, Public Works, Municipal Court, Elections, Utilities (if applicable).

Essential Records Identification: Departments flag essential records for COOP/disaster recovery; maintain off-site/cloud replicas and test recovery. (LGC §201.003(5))

Archival Appraisal: Appraise records of permanent/archival value (e.g., ordinances, minutes, plats, historic maps) and plan transfer when appropriate (Gov't Code Chapter 441).

C. Scheduling & Adoption (Quarter 2–3)

Map to TSLAC Schedules: Align inventory to GR, LC, EL, PW, TX (if applicable), UT (if applicable).

City Records Control Schedule (RCS): Compile office-level RCS referencing TSLAC record numbers, retention codes (e.g., FE, AV, US), medium, and owners; apply stricter requirements if law changes. (Gov't Code §441.158(e))

Approvals & Filing: RCS approved by RMO and City Manager; provide notice to City Council (and Municipal Judge for court series). Maintain SLR 508 on file.

D. Electronic Records & Systems (Quarter 1–4, ongoing)

System Documentation: Maintain up-to-date documentation for systems containing records: technical characteristics, data schemas, retention mapping, storage locations/media, and access methods per 13 TAC §7.72(c).

Minimum Requirements & Security: Implement controls for electronic records and systems (access controls, audit logs, backups, integrity checks) per 13 TAC §§7.74–7.75.

Maintenance & Migration Strategy: Document periodic media checks, format migrations, and environmental controls (e.g., magnetic media at 65–75°F, 30–50% RH; optical at 14–74°F, 20–50% RH) per §7.76; preserve metadata for permanent records.

Email, Text, Social Media: Treat content as records when it documents city business; classify and retain according to content (Schedule GR and other applicable schedules).

Microfilm (if used): Follow Subchapter B standards for production, inspection, and storage (13 TAC §§7.25–7.27, §7.34).

E. Storage & Preservation

Storage Standards: Provide appropriate environmental/storage conditions for permanent and certain non-permanent court records per 13 TAC Subchapter F; schedule inspections and maintain logs.

Digital Preservation: For permanent electronic records, maintain metadata, perform fixity checks, and document migrations per §7.76(d) and best practices.

F. Legal Holds, Access, and Confidentiality

Legal Holds: RMO issues written holds when records are subject to litigation, audit, claims, negotiations, administrative review, or a Public Information Act request; destruction is prohibited until resolved. (LGC §202.002)

Access & Confidentiality: Coordinate Public Information Act responses and meeting records with the City Secretary/Attorney; ensure confidential information is handled per law.

G. Disposition Procedures (Quarter 3–ongoing)

Pre-Disposition Checklist: Confirm retention met; verify no holds; confirm business need ended; obtain RMO approval; select appropriate destruction method (secure physical destruction or certified digital erasure) per LGC §202.003 and 13 TAC §7.78.

Disposition Log: Maintain a centralized log with series, dates covered, volume/format, method, authorization, and destruction date.

Archival Transfer: Preserve and transfer permanent/archival records consistent with Government Code Chapter 441 and TSLAC guidance.

H. Training & Awareness

Onboarding & Annual Training: New-hire orientation covers records basics; annual training covers retention schedules, electronic records, confidentiality, and disposition procedures; use TSLAC Quick-Start Packet for RMOs/liasons.

Targeted Training: Specialized sessions for custodians, liaisons, municipal court, elections, and IT (13 TAC Subchapter C).

I. Monitoring, Metrics, and Audit

Quarterly Metrics: Inventory completion rate; % of series mapped; number of legal holds; number/volume of dispositions; % of systems with current documentation; essential records backup verification rate.

Annual Internal Review: RMO audits compliance with retention, storage standards, and electronic records controls; issues findings and a remediation plan.

Plan Review Cycle: Annual review; update when TSLAC issues schedule or rule changes (Gov't Code §441.158(e); 13 TAC §7.125).

J. Implementation Timeline (first year)

- **Q1:** File SLR 504 (if not current); launch inventories; identify essential records; begin system documentation.
- **Q2:** Map inventory to TSLAC schedules; draft department RCS entries; file/confirm SLR 508.
- **Q3:** Approve RCS; begin controlled dispositions and archival transfers; finalize electronic records migration plans per §7.76.
- **Q4:** Conduct program audit; update training; refine COOP/disaster recovery for essential records.

K. Appendices (Templates)

- Records Inventory Worksheet (TSLAC Bulletin C).
- Records Control Schedule (RCS) Template.
- Legal Hold Notice Template.

- Disposition Authorization Form & Disposition Log.
- Electronic System Profile (13 TAC §7.72 documentation).
- Essential Records Register & Backup Test Log.

References

- Texas Local Government Records Act (Local Government Code Chapters 201–205).
- Texas Government Code §441.158 and Subchapter J — Preservation and Management of Local Government Records.
- TSLAC Local Retention Schedules (GR, LC, EL, PW, TX, UT) — 13 TAC §7.125.
- TSLAC Electronic Records Standards — 13 TAC §§7.71–7.78; Local Government Code Chapter 205.
- TSLAC Bulletins and Guidance (e.g., Bulletin B for Electronic Records, Bulletin C for Inventorying and Scheduling Records).