



RECORDS MANAGEMENT

LOCAL GOVERNMENT CODE – Duties and Responsibilities of Governing Body

Section 203.021. DUTIES AND RESPONSIBILITIES OF GOVERNING BODY

The governing body of a local government, including a commissioners court with regard to nonelective county offices, shall:

- (1.) establish, promote, and support an active and continuing program for the efficient and economical management of all local government records;
- (2.) cause policies and procedures to be developed for the administration of the program under the direction of the records management officer;
- (3.) facilitate the creation and maintenance of local government records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the local government and designed to furnish the information necessary to protect the legal and financial rights of the local government, the state, and persons affected by the activities of the local government;
- (4.) facilitate the identification and preservation of local government records that are of permanent value;
- (5.) facilitate the identification and protection of essential local government records; and
- (6.) cooperate with the commission in its conduct of statewide records management surveys.

Added by Acts 1989, 71st Leg., ch. 1248, Sec. 1, eff. Sept. 1, 1989.

City of Hutchins Records Management

1. November 26, 1990, the Hutchins City Council adopted Ordinance 550 establishing the city's Records Management Program.
2. §1.07.004 “It is declared to be the policy of the City of Hutchins to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all Municipal Government...”
3. §1.07.005 Designation of the City Secretary, and the successive holders of said office, as Records Management Officer for the City of Hutchins.

ARTICLE 1.07 RECORDS MANAGEMENT

- § 1.07.001 Definition of municipal government records.
- § 1.07.002 Additional definitions.
- § 1.07.003 Municipal government records declared public property.
- § 1.07.004 **Policy.**
- § 1.07.005 **Designation of records management officer.**
- § 1.07.006 Establishment of records management committee.
- § 1.07.007 **Records management plan development, approval and authority.**
- § 1.07.008 **Duties of records management officer.**
- § 1.07.009 Duties and responsibilities of department heads.
- § 1.07.010 Designation of records liaison officers.
- § 1.07.011 Duties and responsibilities of records liaison officers.
- § 1.07.012 **Records control schedules, development and approval; filing with state.**
- § 1.07.013 **Implementation of records control schedules; destruction of records under schedule.**
- § 1.07.014 Destruction of unscheduled records.
- § 1.07.015 Records center.
- § 1.07.016 Micrographics.



Electronic Records Management

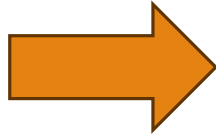
Texas Administrative Code Title 13, Chapter 7, Standards and Procedures for Management of Electronic Records

§7.73. Policies and Procedures.

(a) Local government records management officers, in conjunction with the governing body, shall approve and institute written policies and procedures that communicate the organization's approach for electronic records management practices that ensure electronic records maintain and retain reliability, usability, integrity, and authenticity.

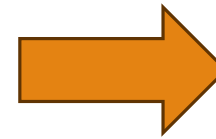
INVENTORY PROCESS

- ☐ Inventory all records
- ☐ Review department needs to include:
 - destruction
 - off site storage
 - on site storage
 - permanent storage
 - Historical records



AMENDED POLICY REVIEW AND APPROVAL

- ☐ Convene Records Management Committee
- ☐ Amend the Records Management Policy to include ***“written policies and procedures that communicate the organization's approach for electronic records management practices”***. *
- ☐ Submit Ordinance amendment to council for approval



TSLAC REVIEW AND APPROVAL

- ☐ Submit documents for approval to Texas State Library and Archives Commission
 - Form SLR 208 Declaration of Certification for Electronic Records
 - Ordinance approved by council for Records Management Policy Amendments to include Electronic Records Storage

*Texas Administrative Code Title 13, Chapter 7, Standards and Procedures for Management of Electronic Records

Part 2: Local Government Certification

As records management officer, I understand I shall assist in establishing and developing policies and procedures for the records management program for the local government and ensure compliance with duties of records management officer (LGC §203.023), Electronic Standards and Procedures (LGC §205.002); and Microfilming Standards and Procedures (LGC §204.002).



Form SLR 508 – Declaration of Compliance with the Records Scheduling Requirement of the Local Government Records Act

Part 1: Records Management Officer (RMO) Contact

CAUTION: Before filling out this form, make sure the records management policy approved by your governing body under Local Government Code (LGC) §203.026 designates your position as the Records Management Officer (RMO). If the position or person designated as RMO in the policy has changed, submit a new policy with this form.

RMO Name:		Local Government Name:	
RMO Title and Position Designated in Policy:		Mailing Address:	
Business Email Address:	Phone Number:	City:	Zip Code:
<input type="checkbox"/> Please subscribe me to The Texas Record blog for news and training information. https://www.tsl.texas.gov/slr/blog/			

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I hereby declare records control schedules have been prepared for all records as required by LGC §203.041(a). I certify the schedules comply with the minimum requirements established on records retention schedules issued by the Texas State Library and Archives Commission (as checked below) and no retention period on the records control schedules is less than a retention period prescribed by a state or federal law, regulation, or rule of court.

I declare this local government complies with the following retention schedules:	
<input checked="" type="checkbox"/> Schedule GR (Records Common to All Governments)	<input type="checkbox"/> Schedule LC (Justice and Municipal Courts Records)
<input type="checkbox"/> Schedule CC (Records of County Clerks)	<input type="checkbox"/> Schedule PS (Records of Public Safety Agencies)
<input type="checkbox"/> Schedule DC (Records of District Clerks)	<input type="checkbox"/> Schedule PW (Records of Public Works and Services)
<input type="checkbox"/> Schedule EL (Elections & Voter Registration Records)	<input type="checkbox"/> Schedule SD (Records of Public School Districts)
<input type="checkbox"/> Schedule HR (Records of Public Health Agencies)	<input type="checkbox"/> Schedule TX (Records of Property Taxation)
<input type="checkbox"/> Schedule JC (Records of Public Junior Colleges)	<input type="checkbox"/> Schedule UT (Records of Utility Services)
RMO Signature:	Date:

For use by Texas State Library and Archives Commission Staff Only

This Declaration of Compliance has been accepted for filing:

- ☐ pursuant to Local Gov. Code §§203.025 and 203.041(a)(2). A record appearing on a valid records control schedule may be disposed of at the expiration of its retention period without additional notice to the director and librarian as described in §202.001(a)(1), subject to the provisions of §203.041(d)
- ☐ subject to the conditions stated in the accompanying letter.

Name:	Title:	Signature:	Date:
Megan Carey	RMA Manager		



OFF SITE STORAGE SHED AT OLD PD

115+ boxes ready for destruction
18+ boxes and plans ready for
relocation



OLD PD RECORDS STORAGE ROOM

52 boxes ready for destruction or relocation



