



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** July 21, 2021  
**PREPARED BY:** Lluvia T. Almaraz, City Secretary  
**DEPARTMENT:** Administration

---

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the destruction of city records that have met their retention requirement; and Authorize the City Manager to execute the customer service agreement with Data Armor.

### BACKGROUND/SUMMARY:

On October 1, 2003, the City of Manor approved Resolution No. 2003-17 adopting the Texas State Library and Commission Records Retention Schedules. Per Ordinance No. 440 authority for an active and continuing Records Management Program, the Records Management Committee meets twice a year to review each department's retention schedules. A city purge is normally conducted yearly, due to COVID, the city purge in 2019 was canceled. The Records Manager Officer (City Secretary) has scheduled a city purge destruction on Friday, July 30<sup>th</sup> at 9am. All city records that have met their retention period will be shredded on site by Data Armor, a certification of destructing will be provided. There are a total of 201 city boxes to be purged.

**LEGAL REVIEW:** Not Applicable  
**FISCAL IMPACT:** Yes, Budgeted Item  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Departmental Disposition Logs
- Service Agreement

### STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve the destruction of city records that have met their retention requirement; and Authorize the City Manager to execute the customer service agreement with Data Armor.

---

<b>PLANNING &amp; ZONING COMMISSION:</b>	<b>Recommend Approval</b>	<b>Disapproval</b>	<b>None</b>
--	---------------------------	--------------------	-------------

---