

Montgomery City Council
AGENDA REPORT

Meeting Date: 06-28-2022	Budgeted Amount:
Department: City Secretary	Prepared By: Nici Browe

Subject

AN ORDINANCE OF THE CITY OF MONTGOMERY TEXAS, CREATING REGULATIONS RELATING TO RECORDS MANAGEMENT, INCLUDING THE DISASTER PREVENTION AND RECOVERY PLAN FOR CITY RECORDS, PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

Recommendation

Approval of Ordinance.

Discussion

Disasters happen, both natural and manmade. The City Secretary is the designated custodian of all City Records, and should be proactive in the approach to protect all essential records of the City.

This policy once adopted by Council, enables the City to follow an appropriate process for proactive prevention and if the worst were to happen a means to initiate a recovery action plan.

This is not a replacement for the City’s Emergency Management Plan, this is a supplement that pertains to City Records only.

Approved By

City Secretary	Nici Browe	Date: 06-21-2022
City Administrator		Date: