

CITY OF MONTGOMERY, TEXAS

ORDINANCE NO. ____

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.

WHEREAS, Title 6, subtitle C, Texas Local Government Code (Local Government Records Act) provides that a municipal government must establish by Ordinance an active and continuing Records Management Program (RMP) to be administered by a Records Management Officer (RMO), and as described in Exhibit A; and

WHEREAS, the RMO shall establish a Disaster Prevention and Recovery Plan (DPRP) for City Records to preserve and protect essential and permanent records, which includes establishing records handling procedures in the event of a disaster, and as described in Exhibit A.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONTGOMERY, TEXAS THAT:

SECTION 1

DISASTER PREVENTION AND RECOVERY PLAN (DPRP)

- a. The RMO shall develop a DPRP for City records for submission to the City Council. The program must contain policies and procedures designed to protect the essential records of the City.
- b. Once approved by the City Council, the DPRP shall be binding on all offices, departments, divisions, programs, commissions, bureaus, boards, committees, or similar entities of the City.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MONTGOMERY, TEXAS.

TEXAS, ON THIS THE ____ DAY OF June, 2022.

Byron Sanford, Mayor

ATTEST:

Nici Browe, City Secretary.

EXHIBIT A.