

Montgomery City Council  
**AGENDA REPORT**

<b>Meeting Date:</b> 06-28-2022	<b>Budgeted Amount:</b>
<b>Department:</b> Administration	<b>Prepared By:</b> N.Browe

**Subject**

**AN ORDINANCE AMENDING THE RECORDS MANAGEMENT ORDINANCE FOR THE CITY OF MONTGOMERY, TEXAS; PROVIDING FOR A RECORDS MANAGEMENT POLICY FOR THE CITY OF MONTGOMERY, TEXAS; DESIGNATING THE CITY SECRETARY AS RECORDS MANAGEMENT OFFICER; ESTABLISHING A RECORDS RETENTION SCHEDULE AND PROVIDING FOR DESTRUCTION OF MUNICIPAL RECORDS; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY.**

**Recommendation**

Approval of attached ordinance for filing with the Texas State Library and Archives Commission (TSLAC).

**Discussion**

The Texas Local Government Records Act of 1989 (Title 6, Subtitle C, Local Government Code) requires that each local government, including any special-purpose district or authority, designate a Records Management Officer and establish a records management program by ordinance, order, or resolution, as appropriate. The ordinance or order must provide methods and procedures to enable the governing body, custodians, and the records management officer to fulfill the duties and responsibilities set out in Sections 203.021, 203.022, and 203.023 concerning the management and preservation of records.

The following ordinance, is typical for local governments, and should be adopted to satisfy this requirement of the Act. It establishes the authority and assigns the responsibility for carrying out the records management program required by state law and creates the administrative framework through which the purposes of the program are to be achieved.

<b>Approved By</b>		
City Secretary	Nici Browe	Date: 06-20-2022
City Administrator		Date:

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