



Meeting Date: January 29, 2026

Agenda Type: Consent Items for Action

From: Pamela Tarbox
Records Manager

Reviewed by: Rachel Leier
Director of Legal Services

Submitted by: Connie Lock
General Counsel

Approved by: Ryan Kelso
Chief Executive Officer

RECOMMENDED ACTION: Adopt Resolution R-2026-204 Approving Revisions to the Records Policy (formerly the Records and Information Management Policy) and Other Matters in Connection Therewith

BACKGROUND

On December 14, 2023, the New Braunfels Board of Trustees approved and adopted revisions to the Records and Information Management Policy (the “Policy”), which superseded all prior records management policies, instructions, or directives. During the 2024 Records Committee (the “Committee”) meeting, the Committee directed NBU staff to modify the Policy to make the destruction process more efficient.

While reviewing the Policy, NBU staff identified other aspects of the Policy that could be improved. NBU staff recommends that the Policy be renamed as the Records Policy and further recommends that the Policy be revised in the manner set forth in the attached version of the Policy. The proposed revisions are designed to (1) align the Policy more closely with Chapters 201 through 205 of the Texas Local Government Code (the “Act”), (2) improve records management processes, and (3) update and improve the organization of the Policy.

1. The following changes are designed to align the Policy with the Act:

- eliminated and/or revised forty-three (43) definitions;
- added the definition of Archive;
- added the definition of Essential Record and implemented a process for management of Essential Records (physical and electronic);
- clarified that a Permanent Record may be maintained electronically if it is not an Essential Record;
- replaced “Official Company Record,” which was an internal construct, with “Record,” which aligns with the Act;
- added the definition of Records Control Schedule;
- clarified the storage requirements for physical Essential Records in the Records Center; and
- clarified the Policy Omissions and Limitations Section.

2. The following changes are designed to improve records management processes:
 - modified processes to advance a more paperless approach;
 - modified the names of the Records Department, Committee, and Policy for consistency and simplicity;
 - added definitions of Disposition Log and Records Center Index for clarity;
 - added processes for Archive Disposition and Destruction Disposition for clarity;
 - clarified information regarding Records Management Program, Hold Process, and the concepts of records management, storage, disposition, and authority;
 - eliminated references to the Emergency Management Plan, Declaration of Compliance, Board member signature requirement for destruction (as directed by the Committee), and unnecessary appendices for clarity;
 - reduced frequency of Committee Meetings to as needed; and
 - clarified the composition of the Committee.
3. The following changes are designed to update and improve the organization of the Policy:
 - utilized current NBU policy template;
 - reorganized provisions to correspond with current template, including the Purpose and Scope Sections; and
 - modified the order of certain provisions, including the Violation Section.

NBU staff presented the revised Policy to the Committee at its December 4, 2025, meeting.

FINANCIAL IMPACT

None.

LINK TO STRATEGIC PLAN

Develop and Retain an Engaged and Ethical Workforce

Maintain Organizational Reliability and Resiliency

EXHIBITS

1. Resolution
2. Records Policy
3. Annotated Version of the Policy
4. Redline Version reflecting changes made to the prior version of the Policy