



Meeting Date: December 14, 2023 **Agenda Type:** Consent Items for Action

From: Pamela Tarbox **Reviewed by:** Rachel Leier
Records Manager Director of Legal Services

Submitted by: Connie Lock **Approved by:** Ryan Kelso
General Counsel Interim Chief Executive Officer

RECOMMENDED ACTION: Authorize Resolution #2023-180 Approving Revisions to the Records and Information Management Policy, Appointing the New Braunfels Utilities Records Manager as Records Management Officer Pursuant to the Local Government Records Act, and Approving Other Matters in Connection Therewith

BACKGROUND

On May 27, 1998, the NBU (“NBU”) Board of Trustees adopted New Braunfels Utilities Records Management Program by Resolution to comply with the Local Government Records Act. On July 31, 2008, the NBU Board of Trustees adopted the Records Management Program Policy and Procedures and named the NBU Chief Financial Officer as the records management officer (the “Original Policy”). The Board subsequently adopted revisions to the Original Policy on December 9, 2021, and renamed the Original Policy as the Records and Information Management Policy (the “Revised Policy” and, together with the Original Policy, the “Policy”). The Policy primarily addresses the management of physical records, defines the records management officer (the “RMO”), and defines the committees and roles of those involved in the records and information management program.

NBU recently restructured the department responsible for records and information management (“RIM”) and added a manager to oversee the department. NBU staff recommends the Policy be amended to address these changes.

The recommended revisions to the Policy are as follows:

- revise the title of the Records and Information Management Administrator to Records Administrator;
- revise the title of the Records and Information Management Analyst to Records Analyst;
- revise the position of the Records and Management Intern to Records Assistant and define the position;
- define the Records and Information Management Team to include General Counsel, Director of Legal Services, Records Manager, Records Administrator, Records Analyst, Records Assistant, and System Administrator – RIM;

- revise the RMO from the Chief Financial Officer to the Records Manager of NBU; and
- revise the title of Technology Systems Application Analyst to the System Administrator-RIM and define the position.

NBU staff presented an overview of the Policy revisions to the RIM Committee at its September 19, 2023 meeting. NBU staff expects to submit a more comprehensive revision of the Policy to the Board of Trustees for consideration in the next year.

FINANCIAL IMPACT

None

LINK TO STRATEGIC PLAN

Stewardship

People and Culture

EXHIBITS

1. Proposed Records and Information Management (RIM) Policy, with highlighted revisions
2. Proposed Records and Information Management (RIM) Policy, final draft
3. Resolution