

# **AGENDA ITEM SUMMARY SHEET**

**City of Rollingwood**

**Meeting Date: December 17, 2025**

**Submitted By:**

Makayla Rodriguez, City Secretary

**Agenda Item:**

Presentation and discussion on the annual Records Management Report to City Council

**Description:**

Per Section 2-459 of the City of Rollingwood Code of Ordinances, the City Secretary, serving as the Records Management Officer, is responsible for overseeing the City's records management program. This section requires the City Secretary to prepare and maintain the City's records schedules and to provide an annual report to the City Council on the status and effectiveness of the program.

**Action Requested:**

To receive the City Secretary's annual Records Management Report.

**Fiscal Impacts:**

No fiscal impacts

**Attachments:**

- Annual Records Management Report