



## CITY COUNCIL COMMUNICATION

**DATE:** July 21 2025

**FROM:** Kelly Edwards, City Secretary

**AGENDA ITEM:** Consideration and possible action on Resolution 2025-09, Adopting an Electronic Mail Records Retention and Destruction Policy.

**SUMMARY:**

- This policy applies to all City employees, Council members, and board members who use the City's email system.
- It ensures the proper management, storage, and disposal of email records, promoting consistency with the Texas Public Information Act and State Records Retention Schedules.
- Emails that need to be retained for more than four years must be printed, filed, or scanned into Laserfiche in the appropriate location (e.g., project file, personnel file).
- Employees will have six (6) months from the date of policy adoption to review and manage old emails.
- Implementing this policy will significantly improve the management of email correspondence and reduce space on the Exchange server.

**FISCAL INFORMATION:**

Budgeted: N/A

Amount: \$0.00

GL Account: N/A

**RECOMMENDED MOTION OR ACTION:**

Approve the resolution adopting the policy.

**ATTACHMENTS:**

Resolution  
Policy