

CITY OF SANGER, TEXAS

RESOLUTION NO. 2025-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANGER, TEXAS, TO ADOPT AN ELECTRONIC MAIL RECORDS RETENTION AND DESTRUCTION POLICY; AUTHORIZING ITS EXECUTION, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Sanger adopted a Records Management Program, in Chapter 1, General Provisions, Article 1.900 of the Code of Ordinances, and has adopted the Texas State Library & Archive Commission (TSLAC) Local Government Retention Schedules; and

WHEREAS, The Electronic Mail Records Retention and Destruction Policy establishes the internal process to be utilized to ensure that the proper management, storage, and disposal of email records, promoting consistency and are in compliance with the City Charter, Texas Public Information Act, TSLAC Retention Schedules, and good practices for local government; and

WHEREAS, these procedures and processes promote efficiency, effectiveness, and significantly improve the management of email correspondence, reducing electronic storage space on the City's servers; and

WHEREAS, the City Council finds that the passage of this Resolution is in the best interest of the citizens of Sanger.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANGER, TEXAS:

SECTION 1. The facts and recitals set forth in the preamble of this resolution are hereby found to be true and correct.

SECTION 2. That the City Council of Sanger, Texas adopts the attached hereto and incorporated herein as **Exhibit "A"**.

SECTION 3. That this resolution shall become effective from and after its date of passage.

PASSED AND APPROVED THIS THE 21ST DAY OF JULY 2025.

ATTEST:

APPROVED:

Thomas E. Muir, Mayor

Kelly Edwards, City Secretary