



CITY COUNCIL COMMUNICATION

DATE: June 20, 2022

FROM: Kelly Edwards, City Secretary

AGENDA ITEM: Consider Ordinance No. 06-15-22, amending the Code of Ordinances Chapter 1, General Provisions, Article 1.900 Records Management Program, Section 1.906 Establishment Of Records Management Committee; Duties.

SUMMARY:

- Currently, the Code requires a committee of the city secretary/records management officer, libraries, administration assistance, electric director, public works director, and personnel director, or their designated representatives to review and give final approval of the destruction of records.
- The amendment would allow the City Manager to designate Directors or their designated representatives to review the list of records scheduled for destruction, prior to their destruction in accordance with the Texas State Library and Archive Commission control schedules as adopted.

FISCAL INFORMATION:

Budgeted: N/A

Amount: N/A

GL Account: N/A

None

RECOMMENDED MOTION OR ACTION:

Staff recommends approval of the Ordinance No. 06-15-22, amending the Code of Ordinances Chapter 1, General Provisions, Article 1.900 Records Management Program, Section 1.906 as presented.

ATTACHMENTS:

Ordinance No. 06-15-22