

CITY OF SANGER, TEXAS

ORDINANCE No. 06-15-22

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANGER, DENTON COUNTY, TEXAS, AMENDING THE CODE OF ORDINANCES CHAPTER 1, GENERAL PROVISIONS, ARTICLE 1.900 RECORDS MANAGEMENT PROGRAM, SECTION 1.906 ESTABLISHMENT OF RECORDS MANAGEMENT COMMITTEE; DUTIES; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING A CUMULATIVE CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING A SAVINGS CLAUSE; AUTHORIZING PUBLICATION; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Sanger (the “City”) is a home rule municipality regulated by state law and Charter; and

WHEREAS, the Records Management Program was created by Ordinance No. 11-90 on December 17, 1990; and

WHEREAS, the Records Management Program establishes a Records Management Committee to give final approval to the destruction of records in accordance with records control schedules; and

WHEREAS, the City has adopted the Texas State Library and Archive Commission schedules EL (records of elections and voter registration, GR (records common to all governments), LC (records of justice and municipal courts) PS (records of public safety agencies), PW (records of public works and services), TX (records of property taxation) and UT (records of utility services); and

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

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

SECTION 1. The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

SECTION 2. That an amendment to the Code Of Ordinances Chapter 1, General Provisions, Article 1.900 Records Management Program, Section 1.906 Establishment Of Records Management Committee; Duties is as follows:

A records management committee consisting of the city secretary/records management officer, and other Directors or their designated representatives as directed by the City Manager, is hereby established. The committee shall:

- (1) assist the records management officer in the development of policies and procedures governing the records management program;
- (2) review the performance of the program on a regular basis and propose changes and improvements if needed;
- (3) review and approve records control schedules submitted by the records management officer;
- (4) give final approval to the destruction of records in accordance with approved records control schedules; and
- (5) actively support and promote the records management program throughout the City of Sanger.

SECTION 3. That all matters stated in the preamble are found to be true and correct and are incorporated herein as if copied in their entirety.

SECTION 4. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, phrases and words of this Ordinance are severable and, if any word, phrase, clause, sentence, paragraph, or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining portions of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional word, phrase, clause, sentence, paragraph, or section.

SECTION 5. This ordinance will take effect immediately from and after its passage and the publication of the caption, as the law and Charter in such cases provide.

PASSED AND APPROVED by the City Council of the City of Sanger, Texas, on this 20th day of June 2022.

APPROVED:

ATTEST:

Thomas E. Muir, Mayor

Kelly Edwards, City Secretary