

City of Woodcreek

Record Retention, Management, and Destruction Policy

Part I: Record Retention Plan Formation, Guidelines, and Key Players

Purpose.

Ensure the City of Woodcreek is in compliance with State policies regarding the following three schedules of record retention from the Texas State Library and Archives Commission:

Local Schedule GR: Records that are common to all local government

Local Schedule LC: Records of justice and municipal courts

Local Schedule PW: Records of public works and other government services

Definitions.

Essential record means any record of the City necessary to the resumption or continuation of its operations in an emergency or disaster, to the re-creation of its legal and financial status, or to the protection and fulfillment of obligations to the citizens.

Municipal record means any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the town or any of its officers or employees pursuant to law, including an ordinance, or in the transaction of public business. The term does not include:

- (1) Extra identical copies of documents created only for convenience of reference or research by officers or employees of the town;
- (2) Notes, journals, diaries, and similar documents, created by an officer or employee of the City for the officer's or employee's personal convenience;
- (3) Blank forms;
- (4) Stocks of publications;
- (5) Library and museum materials acquired solely for the purposes of reference or display;
- (6) Copies of documents in any media furnished to members of the public to which they are entitled under local government code or other state law; or
- (7) Any records, correspondence, notes, memoranda, or documents, other than a final written agreement described by local government code, associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a state department or institution, local government, special district, or other political subdivision of the state participated as a party, facilitated as an impartial third party, or facilitated as the administrator of a dispute resolution system or organization.

Permanent record means any record of the City for which the retention period on a records control schedule is given as permanent.

Records control schedule means a document prepared by or under the authority of the records management officer listing the records maintained by the City, their retention periods, and other records disposition information that the records management program may require.

Records management means the application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of record-keeping. The term "records management" includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports, and correspondence, and the management of micrographics and electronic and other records storage systems.

Records management officer means the City Secretary of the City of Woodcreek

Records management plan means the plan developed under this policy document as passed by Resolution by the majority of the governing body

Retention period means the minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction.

Records declared public property.

- (a) Municipal records created or received in the transaction of official business or the creation or maintenance of which were paid for by public funds are declared to be public property and are subject to the provisions of this policy
- (b) A town officer or employee does not have, by virtue of the officer's or employee's position, any personal or property right to a municipal record even though the officer or employee developed or compiled it.
- (c) The unauthorized destruction, removal from files, or use of such records is prohibited.

It is hereby declared to be the policy of the town to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all municipal records through a comprehensive system of integrated procedures for their management from creation to ultimate disposition, consistent with the requirements of the local government code and accepted records management practice.

Designation of records management officer.

The City Secretary shall serve as records management officer for the City of Woodcreek and shall comply with the practices set forth in this policy in addition to all County, State, and

Federal law regarding records management practices for Type A General Law cities in the State of Texas.

Records management plan to be developed; approval; authority.

- (a) The records management officer shall develop a records management plan for the City for submission to the state library and archives commission. The plan must contain policies and procedures designed to reduce the costs and improve the efficiency of record-keeping, to adequately protect the essential records of the municipality, and to properly preserve those records of the municipality that are of historical value. The plan must be designed to enable the records management officer to carry out his/her duties prescribed by state law and this article effectively.
- (b) The records management plan shall be binding on all offices, staff, commissions, advisory boards, committees, or similar entities of the City and records shall be created, maintained, stored, digitized, or disposed of in accordance with the plan.
- (c) In addition to other duties assigned in this policy or by state law, the records management officer shall:
 - (1) Administer the records management program and provide assistance to all staff, governing body, and advisory body members in its implementation;
 - (2) Plan, formulate, and prescribe records disposition policies, systems, standards, and procedures;
 - (3) In cooperation all staff, governing body, and advisory body members identify essential records and establish a disaster plan to ensure maximum availability of the records in order to reestablish operations quickly and with minimum disruption and expense;
 - (4) Develop procedures to ensure the permanent preservation of the historically valuable records of the town;
 - (5) Establish standards for filing and storage equipment and for record-keeping supplies;
 - (6) Study the feasibility of and, if appropriate, establish a uniform filing system and a forms design and control system for the town;
 - (7) Provide records management advice and assistance to all municipal staff, governing body, and advisory body members by preparation of manuals of procedure and policy and on-site consultation;
 - (8) Monitor records retention schedules and administrative rules issued by the state library and archives commission to determine if the records management program and the municipality's records control schedules are in compliance with state regulations;
 - (9) Disseminate to all staff, governing body, and advisory body members information concerning state laws and administrative rules relating to local government records;

- (10) Instruct record liaisons and other personnel in policies and procedures of the records management plan and their duties in the records management program;
- (11) Instruct records liaisons and other personnel in the conduct of records inventories;
- (12) Ensure that the maintenance, preservation, digitization, destruction, or other disposition of the records of the city are carried out in accordance with the policies and procedures of the records management program and the requirements of state law;
- (13) Maintain records on the volume of records destroyed under approved records control schedules or through records destruction authorization requests, the volume of records stored electronically, and the estimated cost and space savings as the result of such disposal or disposition;
- (14) Bring to the attention of the governing body noncompliance with the policies and procedures of the records management program or the local government records act.

Duties and responsibilities of all offices, staff, commissions, advisory boards, committees, or similar entities of the City of Woodcreek.

In addition to other duties assigned in this article, all staff, governing body, and advisory body members shall:

- (1) Cooperate with the records management officer in carrying out the policies and procedures established for the efficient and economical management of records and in carrying out the requirements of this article;
- (2) Adequately document the transaction of government business and the services, programs, and duties for which the department head and his or her staff are responsible; and
- (3) Maintain the records in his or her care and carry out their preservation, electronic storage, destruction, or other disposition only in accordance with the policies and procedures of the records management program and the requirements of this article.

Designation of records liaisons.

Each advisory body, with the exception of the Planning and Zoning Commission, shall designate a member of the board to serve as records liaison officer, or “secretary” for the implementations of the records management program for that board. If the records management officer determines that in the best interests of the records management program more than one records liaison officer should be designated for an advisory t, the advisory board chairperson shall designate the number of records liaison officers specified by the records management officer. Persons designated as records liaison officers shall be thoroughly familiar with all the records created and maintained by the advisory board and shall have full access to all records of the records maintained by the advisory board. In the event of the resignation, retirement, dismissal, or removal by action of the advisory board chair of a person designated as a records liaison officer, the advisory board chair shall promptly designate another person to fill the

vacancy. An advisory board chairperson may serve as records liaison officer for his or her board.
Duties and responsibilities of records liaisons.

In addition to other duties assigned in the article, records liaisons shall:

- (1) Conduct or supervise the conduct of inventories of the records of the board in preparation for the development of records control schedule;
- (2) In cooperation with the records management officer coordinate and implement the policies and procedures of the records management program in their respective advisory board; and
- (3) Disseminate information to department staff concerning the records management program.

Records control schedules to be developed; approval; filing with state.

- (a) The records management officer shall prepare records control schedules listing all records series created or received and the retention period of each series. Records control schedules shall also contain such other information regarding the disposition of records as the records management plan or state law may require.
- (b) The records management officer shall review the records control schedules of the City and prepare amendments to the schedules as needed to reflect new records created or received by the city or revisions to retention periods established in a records retention schedule issued by the state library and archives commission. Amendments to records control schedules shall be filed with the director and librarian in the same manner as the original schedules.
- (c) The records management officer shall submit the records control schedules to the director and librarian, who must accept them for filing, as provided by state law, before their implementation. If a schedule is not accepted for filing, the schedule shall be amended to make it acceptable for filing.

Implementation of records control schedules; destruction of records under schedule.

- (a) A records control schedule that has been approved and adopted by resolution shall be implemented according to the policies and procedures of the records management plan.
- (b) A record whose retention period has expired on a records control schedule shall be destroyed unless an open records request is pending on the record, the subject matter of the record is pertinent to a pending law suit, or there is a request in writing to the records management officer that the record be retained for an additional period.
- (c) Prior to the destruction of a record under an approved records control schedule, authorization for the destruction must be obtained by the records management officer.

Destruction of unscheduled records.

A record that has not yet been listed on an approved records control schedule may be destroyed if its destruction has been approved in the same manner as a record destroyed under an

approved schedule and the records management officer has submitted to and received back from the director and librarian an approved destruction authorization request.

Part II: Records Control Schedules.

Summary.

The City will not maintain paper duplicates of digital records. Once a record is recorded digitally, the paper copy may be destroyed immediately. The following guidelines are the basics of the City policy for record retention management.

IMPORTANT: some documents may be considered of historical value such as original city maps and plat records in paper. These shall be retained in perpetuity, and it is encouraged that these records be preserved in a manner to ensure their longevity such as frames or special storage devices. Staff should actively seek to find, identify, validate, preserve and protect these items.

Local Schedule GR: Records that are common to all local government

Includes items such as administrative records, financial records, personnel and payroll records, support service records, and information technology records. This is not an exhaustive list.



For a more complete list and comprehensive details regarding specific documents please reference the following site:

https://www.tsl.texas.gov/slr/localretention/schedule_gr

All administrative records will follow the same retention policy as follows:

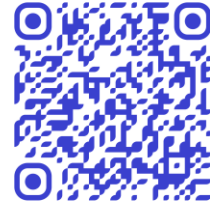
- (a) At minimum, five years will be retained and posted for public access on the City website.
- (b) Documents older than five years will be kept in permanent digital storage, with the exception of personnel and payroll records, bid packages and requests for proposals; these may be permanently destroyed after five (5) years.
- (c) Permanent digital storage will be housed in a central digital location accessible to staff and the governing body. Residents may view copies of requested documents upon request. These files are not required to be posted and accessible online to the public.
- (d) Notes taken during meetings shall be retained until such time that the minutes have been approved by the governing or advisory body for which they pertain.

Local Schedule LC: Records of justice and municipal courts

Includes items such as civil and criminal records, inquest, vital statistics, miscellaneous, juvenile records. This is not an exhaustive list.

For a more complete list and comprehensive details regarding specific documents please reference the following site:

https://www.tsl.texas.gov/slr/localretention/schedule_1c



Documents of this type should be closely referenced on the State website for the specific policy as these pertain to legal matters. Many of these records require permanent retention.

However, administrative hearing cases and those of minor code violations are only required to be retained for one year unless pending resolution. Repeat violations may result in a longer retention period.

Local Schedule PW: Records of public works and other government services

Includes items such as planning and zoning, building permit, inspection, engineering and public transportation, maintenance, conservation, and other miscellaneous records. This is not an exhaustive list.



For a more complete list and comprehensive details regarding specific documents please reference the following site:

https://www.tsl.texas.gov/slr/localretention/schedule_1c

Much of this schedule does not apply to the City of Woodcreek.

Key areas of importance:

- (a) Zoning violations that have been validated shall be retained for three (3) years. Unfounded, inaccurate, or false claims shall not be retained.
- (b) All zoning and plat record, permits, and variances filed and processed are considered permanent retention items. Incomplete or expired submission shall not be retained after five years.
- (c) Master road records of construction, design, and maintenance records for bridges are considered permanent retention items.
- (d) Road maintenance records are only required to be retained for three (3) years.
- (e) Special event records shall be kept for two (2) years.
- (f) Tree and plant records shall be kept for three (3) years.
- (g) Traffic device installation and maintenance records (not including traffic signals – these are for the life of the device) shall be retained for five (5) years.
- (h) Assets such as vehicles, golf carts, sheds shall have records kept for the life or ownership of the item.
- (i) City operation reports are considered permanent retention records.

- (j) Reports to regulatory agencies are considered permanent. This pertains to the final versions of documents and not drafts or copies leading up to the adoption or approval of an item.
- (k) Environmental reports and planning are considered permanent.