

Legislation Text

File #: 22-732, **Version:** 2

PRESENTER:

Gayle Wilkinson, City Secretary

SUBJECT:

Approval of the first reading of an ordinance amending Chapter 2, Article V-Records Management, of the Code of Ordinances of the City of New Braunfels redesignating the Records Management Officer, eliminating the Records Management Committee, and assigning committee duties to the Records Management Officer.

DEPARTMENT: City Secretary

COUNCIL DISTRICTS IMPACTED: All districts

BACKGROUND INFORMATION:

The Local Government Records Act (the “Act”), Section 203.025 of the Texas Local Government Code, requires local governments to designate an individual, office, or position to be the records management officer who is responsible for fulfilling duties under the Act. The records management officer is responsible for establishing and developing policies and procedures for the City’s records management program and administering the program.

In Ordinance 90-33 the City Council named the City Secretary as the records management officer. In the FY 2021-2022 budget, the City Council created a new position of a records management coordinator, who is responsible for records management and retention. The City Secretary recommends naming the records management coordinator to serve as the records management officer for the City, and to file this designation with the Director and Librarian of the Texas State Library and Archives Commission, as required by state law.

The Act does not require the records management committee, which is comprised of the city manager, city attorney, and finance director, and it is not necessary with the new position of records management coordinator acting as the city’s records management officer.

The attached ordinance is amending Ordinance 90-33 to reflect the changes of amending Sections 2-152, 2-155, and 2-157 and eliminating Section 2-156.

FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the proposed ordinance that will redesignate the records management officer from the city secretary to the records management coordinator, and eliminate the records management committee so that the records management coordinator can assume those additional duties.