

**ORDINANCE NO. 2025-23**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS AMENDING SECTION 2.506 OF THE SAN MARCOS CITY CODE TO SUBSTITUTE THE CHIEF OF POLICE WITH THE DIRECTOR OF INFORMATION TECHNOLOGY ON THE RECORDS MANGEMENT COMMITTEE IN CITY'S PUBLIC RECORDS MANAGEMENT PROGRAM; INCLUDING PROCEDURAL PROVISIONS; AND DECLARING AN EFFECTIVE DATE.**

**RECITALS:**

1. The Local Government Records Act, Title 6, Subtitle C of the Texas Local Government Code provides that each municipality in the State must establish by ordinance an active and continuing records management program to be administered by a Records Management Officer.

2. The City of San Marcos desires to amend its current ordinance to change the membership composition of the records management committee.

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS:**

**SECTION 1.** Section 2.506 of the San Marcos City Code is amended as to read as follows (Underlining indicates added text. Strikethroughs indicate deleted text.):

**Sec. 2.506. Records management committee.**

(a) The members of the records management committee are:

(1) City Clerk;

(2) City Manager;

(3) City Attorney;

(4) Director of Finance; and

(5) ~~Chief of Police~~ Director of Information Technology.

(b) The duties and responsibilities of the committee are to give final approval to the destruction of records in accordance with approved records control schedules, and actively support and promote the records management program throughout the City.

**SECTION 2.** In codifying the changes authorized by this ordinance, paragraphs, sections and subsections may be renumbered and reformatted as appropriate consistent with the numbering and formatting of the San Marcos City Code.

**SECTION 3.** If any word, phrase, clause, sentence, or paragraph of this ordinance is held to be unconstitutional or invalid by a court of competent jurisdiction, the other provisions of this Ordinance will continue in force if they can be given effect without the invalid portion.

**SECTION 4.** All ordinances and resolutions or parts of ordinances and resolutions in conflict with this ordinance are repealed.

**SECTION 5.** This ordinance shall become effective upon adoption.

**PASSED AND APPROVED ON FIRST READING** on July 1, 2025.

**PASSED, APPROVED and ADOPTED** on August 5, 2025.

Jane Hughson  
Mayor

Attest:

Approved:

Elizabeth Trevino  
City Clerk

Samuel J. Aguirre  
City Attorney