



## Legislation Details (With Text)

**File #:** Ord. 2020-27   **Version:** 1   **Name:**  
**Type:** Ordinance   **Status:** Individual Consideration  
**File created:** 11/8/2019   **In control:** City Council  
**On agenda:** 5/5/2020   **Final action:**  
**Title:** Consider approval of Ordinance 2020-27, on the first of two readings, amending Article 6, Divisions 1 and 2 of Chapter 2 of the San Marcos City Code to revise and update the City's public records management program; including procedural provisions; and declaring an effective date.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Records Management Ordinance.pdf

Date	Ver.	Action By	Action	Result
5/5/2020	1	City Council	approved	Pass

### **AGENDA CAPTION:**

Consider approval of Ordinance 2020-27, on the first of two readings, amending Article 6, Divisions 1 and 2 of Chapter 2 of the San Marcos City Code to revise and update the City's public records management program; including procedural provisions; and declaring an effective date.

**Meeting date:** May 5, 2020

**Department:** City Clerk

### **Amount & Source of Funding**

**Funds Required:** [Click or tap here to enter text.](#)

**Account Number:** [Click or tap here to enter text.](#)

**Funds Available:** [Click or tap here to enter text.](#)

**Account Name:** [Click or tap here to enter text.](#)

### **Fiscal Note:**

**Prior Council Action:** [Click or tap here to enter text.](#)

**City Council Strategic Initiative:** [Please select from the dropdown menu below]

Choose an item.

Choose an item.

Choose an item.

**Comprehensive Plan Element (s):** [Please select the Plan element(s) and Goal # from dropdown menu]

below]

- ☐ Economic Development - Choose an item.
- ☐ Environment & Resource Protection - Choose an item.
- ☐ Land Use - Choose an item.
- ☐ Neighborhoods & Housing - Choose an item.
- ☐ Parks, Public Spaces & Facilities - Choose an item.
- ☐ Transportation - Choose an item.
- ☐ Not Applicable

**Master Plan:** *[Please select the corresponding Master Plan from the dropdown menu below (if applicable)]*

Choose an item.

### **Background Information:**

The City Clerk's staff has reviewed Ordinance 2007-30 adopted on May 15, 2007. The staff has determined that the ordinance needs to be updated in the City Code to reflect modern practice and continue to be in full compliance with the rules and regulations set by the Texas State Library and Archives Commission.

The Texas Local Government Records Act ("Act") was first enacted by the Texas Legislature in 1989. Enacted with the same legislation in 1989 was the authority of the Texas State Library and Archives Commission ("State Library") to participate in the preservation and management of local governmental records. The essence of the Act is its requirement that every local government have a records management program, designate a records management officer, and observe the time periods within which records must be retained pursuant to a retention schedule adopted under the regulatory authority of the State Library.

The Act defines the broad duty of a city council to: (1) establish, promote, and support an active and continuing program for the efficiency and economical management of all local government records and (2) cause policies and procedures to be developed for the administration of the program under the direction of the records management officer.

### **Council Committee, Board/Commission Action:**

Click or tap here to enter text.

### **Alternatives:**

Click or tap here to enter text.

**Recommendation:**

City staff recommends approval