

ORDINANCE 2024-ORD049

**AN ORDINANCE OF THE CITY OF DOUBLE HORN, TEXAS, ADOPTING A
"RECORDS MANAGEMENT PROGRAM"**

WHEREAS, the City of Double Horn, Texas (the "City"), is a general law municipality, is authorized by state law to adopt and implement necessary and reasonable ordinances in the best interests of its citizenry; and

WHEREAS, the Texas Local Government Records Act (Title 6, Subtitle C, Local Government Code), provides that each local government must establish an active and continuing records management program; and

WHEREAS, the City of Double Horn, Texas desires to adopt a plan to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DOUBLE HORN, TEXAS THAT:

SECTION 1. DEFINITION OF RECORDS OF THE City of Double Horn, Texas. All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information-recording media, 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 or any of its officers or employees pursuant to law or in the transaction of public business, are declared to be the records of the City of Double Horn, Texas and shall be created, maintained, and disposed of in accordance with the provisions of this ordinance or procedures authorized by it and in no other manner.

SECTION 2. RECORDS DECLARED PUBLIC PROPERTY. All records as defined in Section 1 of this plan are declared to be the property of the City of Double Horn, Texas. No official or employee of the City of Double Horn, Texas has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

SECTION 3. POLICY. It is declared to be the policy of the City of Double Horn, Texas to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of this office through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act and accepted records management practice. This policy shall apply to all employees, agents, independent contractors, and volunteers of the City of Double Horn, Texas.

SECTION 4. RECORDS MANAGEMENT OFFICER. The City Secretary will serve as Records Management Officer for the City of Double Horn, Texas as provided by law and will develop policies and procedures to ensure that the maintenance, preservation, security, destruction, electronic storage, and

other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act.

SECTION 5. RECORDS CONTROL SCHEDULES. Appropriate records control schedules issued by the Texas State Library and Archives Commission shall be adopted by the Records Management Officer for use in the City of Double Horn, Texas, as provided by law. The Records Management Officer shall prepare amendments to the schedules as needed to reflect new records created or received by this office, or revisions to retention periods established in a records retention schedule issued by the Commission. Any destruction of records of the City of Double Horn, Texas will be in accordance with these schedules and the Local Government Records Act.

SECTION 6. EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its date of passage and approval, and publication as provided by law.

DULY ADOPTED by the City Council of the City of Double Horn, Texas, on the 10th day of October, 2024.



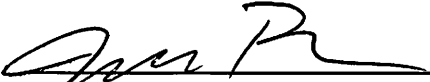
Cathy Sereno, Mayor

ATTEST:



Christina McDonald, City Secretary

APPROVED AS TO FORM ONLY:



Josh Brockman-Weber