District Impacted

☐ 1 = Wolosin
☐ 2 = Woolard
☐ 3 = Scott
☐ 4 = Boddie
☐ 5 = Macaluso
X   All

AGENDA ITEM SUMMARY

Agenda Date	*May 9, 2023*
Requested Action	APPROVE ON SECOND READING ORDINANCE NO. 2023-17; AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BOERNE, TEXAS, CHAPTER 2. ADMINISTRATION, ARTICLE IV. RECORDS MANAGEMENT PROGRAM.
Contact Person	Lori A. Carroll, City Secretary
Background Information	The Local Government Records Act provides that a municipality establish an active and continuing records management program. On June 10, 2014, the city council approved by ordinance the Records Management Plan which adopted the Records Control Schedules issued by the Texas State Library and Archives Commission (TSLAC). The city follows these schedules today. The city's plan designates the Records Management Officer who administers the program, provides the process for records retention and disposition for all records including vital records, emails, and social media. The Records Management Plan also includes a Records Disaster Prevention and Recovery Plan in the event of water, fire, or wind damage. After a review of the city's plan, it is necessary to make a few minor updates. The schedules have been modified by (TSLAC) and the department liaisons designated by the department head to maintain records for their respective department is now called "custodian". Also included in the updated plan, since moving to the new city hall, the location of the records storage has changed to the first floor of city hall. After consulting with the city attorney, it was determined that the Commercial Building Plans which are permanent records could be destroyed after scanning. This change is in addition to the proposed changes discussed at the April 25, 2023, council meeting.

Integrity ♦ Service ♦ Excellence ♦ Respect ♦ Collaboration

Item Justification	[X] Legal/Regulatory Obligation [ ] Reduce Costs [ ] Increase Revenue [ ] Mitigate Risk [ ] Master Plan Recommendation	[ ] Infrastructure Investment [ ] Customer Pull [ ] Service Enhancement [X] Process Efficiency [ ] Other: _____ _____
Financial Considerations	N/A	
Citizen Input/Board Review	N/A	
Legal Review		
Alternative Options		
Supporting Documents	Records Management Plan with exhibits	