

ORDINANCE NO. 14-76

AN ORDINANCE OF THE VILLAGE OF PLEAK ADOPTING A PLAN TO PRESCRIBE POLICIES AND PROCEDURES CONSISTENT WITH THE LOCAL GOVERNMENT RECORDS ACT AND IN THE INTERESTS OF COST EFFECTIVE AND EFFICIENT RECORDKEEPING.

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

WHEREAS, the Village of Pleak desires to adopt a plan for that purpose and to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping; **NOW THEREFORE**:

SECTION 1. DEFINITION OF RECORDS OF THE VILLAGE OF PLEAK.

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 Village of Pleak or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of the Village of Pleak 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 Sec. 1 of this plan are hereby declared to be the property of the Village of Pleak. No official or employee of the Village of Pleak 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 hereby declared to be the policy of the Village of Pleak 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.

SECTION 4. RECORDS MANAGEMENT OFFICER.

The City Secretary shall serve as records management officer for the Village of Pleak as provided by law and will ensure that the maintenance, destruction, electronic storage, or 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.


The Village of Pleak intends to retain all records permanently and therefore, it is not required to submit a Records Control Schedule to the Director and Librarian of the Texas State Library.

SECTION 6 ADOPTION OF ORDINANCE.

This ordinance shall become effective upon its approval and passage.

PASSED by majority vote of the members of the Village of Pleak Council this 19 day of November, 2014.

APPROVED:


Larry Bittner, Mayor

ATTEST:


Ruth Elster, City Secretary

