

CITY OF CANEY CITY, TEXAS

1844 Barron Road, Malakoff, TX 75148

RESOLUTION NO. 2020-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANEY CITY, TEXAS, DIRECTING CITY STAFF TO DEVELOP A RETENTION SCHEDULE AND A POLICY AND PROGRAM DOCUMENT TO IMPLEMENT ORDINANCE NO. 52490; REAFFIRMING THE DESIGNATION OF THE CITY SECRETARY AS RECORDS MANAGEMENT OFFICER; AUTHORIZING FILING WITH THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Caney City, Texas ("City"), adopted Ordinance No. 52490 on May 24, 1990, establishing and adopting a records management program for the orderly and efficient retention, retrieval, and destruction of City records, and designating the City Secretary to administer that program in accordance with the Texas Local Government Records Act, Local Government Code Chapters 201–205; and

WHEREAS, Ordinance No. 52490 remains in full force and effect and constitutes the City's governing authority for the establishment and administration of its records management program; and

WHEREAS, 13 Texas Administrative Code Chapter 7, administered by the Texas State Library and Archives Commission ("TSLAC"), requires local governments to manage records in accordance with TSLAC-approved retention schedules, including Local Schedules GR, LC, PW, UT, and EL, and Caney City's operation of a municipal court subjects the City to the LC (municipal court) schedule in addition to the other applicable schedules; and

WHEREAS, no retention schedule or policy and program document currently exists to implement Ordinance No. 52490, and the City Council desires to direct City staff to develop a retention schedule and a policy and program document implementing Ordinance No. 52490, and to reaffirm the City Secretary's role as Records Management Officer ("RMO") consistent with that Ordinance;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CANEY CITY, TEXAS, THAT:

Section 1. Development of Retention Schedule and Policy and Program Document.

The City Council hereby directs City staff, under the supervision of the Records Management Officer, to develop a retention schedule, and a policy and program document to implement Ordinance No. 52490, based upon and consistent with TSLAC Local Schedules GR, LC, PW, UT, and EL, and including policies and procedures governing the creation, maintenance, imaging, retention, and destruction of City records. The retention schedule and policy and program

document shall be presented to the City Council upon completion. Nothing in this Resolution shall be construed to authorize the retention of any record for a period shorter than the applicable TSLAC-approved minimum retention period.

Section 2. Reaffirmation of Records Management Officer.

Consistent with Ordinance No. 52490, the City Council reaffirms that the City Secretary shall serve as the City's Records Management Officer, with the duties and responsibilities set forth in the Ordinance.

Section 3. Filing Authorization.

The City Secretary, as RMO, is hereby authorized to file all documentation necessary to implement the retention schedule developed pursuant to this Resolution with TSLAC, including without limitation TSLAC Form SLR 508 for records destruction authorization, and to take such other administrative actions as are necessary and appropriate to carry out the purposes of this Resolution and Ordinance No. 52490.

Section 4. Effective Date.

This Resolution shall take effect immediately upon its passage and approval.

PASSED AND APPROVED this the 10 day of September, 2026



Mayor, City of Caney City, Texas

ATTEST:



City Secretary / Records Management Officer

