

ORDINANCE NO.2005-O-42

AN ORDINANCE OF THE VILLAGE OF VOLENTE, TEXAS  
ESTABLISHING A RECORDS MANAGEMENT PROGRAM

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 Volente desires to adopt a plan for that purpose and to prescribe policies and procedures consistent with the Local Government Records Act and in the interest of cost-effective and efficient recordkeeping;

NOW THEREFORE BE IT ORDAINED BY THE GOVERNING BODY OF THE VILLAGE OF VOLENTE, TEXAS THAT:

Section 1. Definition of Records of the Village of Volente. 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 this state, created or received by the Village of Volente 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 Volente 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 the plan are hereby declared to be the property of the Village of Volente. No official or employee of the Village of Volente 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.

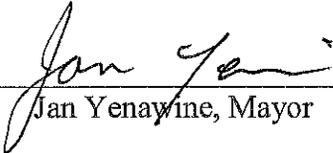
Section 3. Policy. It is hereby declared to be the policy of the Village of Volente to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of this office through a comprehensive system of integrated 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 will serve as records management officer for the Village of Volente 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. 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 Village of Volente, as provided by law. Any destruction of records of the Village of Volente will be in accordance with these schedules and the Local Government Records Act.

This Ordinance shall be effective on the date of its adoption.

Passed and adopted the 19<sup>th</sup> day of April, 2005.

  
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Jan Yenawine, Mayor

ATTEST:

  
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Jennifer Zufelt, City Secretary

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