

SCHEDULED

MEETING TOPIC (ID # 2111)

Records Management Plan Annual Review

The plan was adopted in May 2017, to provide efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use and disposition of all municipal records through a comprehensive records management plan from their creation to their ultimate disposition, in compliance with the requirements of the Texas Local Government Records Act, and the Texas State Library and Archives Commission (TSLAC). Over the last year we have had one Records Management Committee meeting and are planning the next to review the plan and implement a records disposition day. Lori Hollingsworth will give a brief presentation. Staff is seeking feedback from Council.