

**AN ORDINANCE OF THE CITY OF HAWK COVE, TEXAS,
ESTABLISHING A RECORDS MANAGEMENT PROGRAM;
AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Title 6, Subtitle C, Local Government Code (Local Government Records Act) provides that a municipality must establish by ordinance an active continuing records management program to be administered by a Records Management Officer, and

WHEREAS, the City of Hawk Cove desires to adopt an ordinance 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 CITY COUNCIL OF THE CITY OF HAWK COVE, TEXAS, THAT:

SECTION 1. DEFINITION OF MUNICIPAL RECORDS. All documents, papers, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristics and regardless of whether public access to them is open or restricted under the laws of the state, created or received by the City of Hawk Cove 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 City of Hawk Cove 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. ADDITIONAL DEFINITIONS. (1) "Department head" means *The officer who by ordinance or administrative policy is in charge of the City of Hawk Cove that creates or receives records.*

(2) "Essential record" means any record of the City of Hawk Cove necessary to the resumption or continuation of its operations in an emergency or disaster, to the re-creation of its legal and financial status, or to the protection and fulfillment of obligations to the people of the state.

(3) "Permanent record" means any record of the City of Hawk Cove for which the retention period on a records control schedule is permanent.

(4) "Records control schedule" means a document prepared by or under the authority of the Records Management Officer listing the records maintained by the City of Hawk Cove, their Retention periods, and other records disposition information that the records management may require.

Leetta Goolsby
Leetta Goolsby, Mayor

ATTEST:

Ava Havens
Ava Havens, City Administrator

