

August 12, 2020

**WHEREAS**, the Local Government Records Act, adopted by the Texas State Legislature in 1989 and codified in Chapters 201 to 205 of the Local Government Code, requires all Texas local governments to file either a records control schedule or a certification of compliance with records retention and disposition schedules with the Texas State Library and Archives Commission by January 4, 1999; and

**WHEREAS**, City Council adopted the requirements of the Local Government Records Act in Dallas City Code, Chapter 39C, by Ordinance No. 20787 on November 14, 1990, and later amended Chapter 39C of the Dallas City Code by Ordinance No. 23267, on September 24, 1997; and

**WHEREAS**, certification of compliance with state records requirements regarding retention may be accomplished by the approval and submission of a Declaration of Compliance with the Records Scheduling Requirements of the Local Government Records Act form (Form SLR 508); and

**WHEREAS**, on October 28, 1998, Records Management Officer was authorized to submit on behalf of the City of Dallas a Declaration of Compliance with the Records Scheduling Requirements of the Local Government Records Act (Form SLR 508) to the director and librarian of the Texas State Library and Archives Commission; and

**WHEREAS**, the Dallas City Code, Section 39C-9(3) requires that the Records Management Officer review, approve and submit for approval to the Records Management Policy Committee and the City Council records retention schedules in accordance with Section 39C-14; and

**WHEREAS**, the Dallas City Code, Section 39C-8(d)(3) requires the Records Management Policy Committee to review and approve records retention and disposition schedules, and

**WHEREAS**, the Records Management Policy Committee has approved the Dallas Fire and Rescue Department's request for an increased retention period of Individual Training files (GR 1050-28A); and

**WHEREAS**, the Dallas City Code, Section 39-C (7) requires the City Council to approve all records retention and disposition schedules, after review and approval of the department director, the Records Management Officer and the Records Management Policy Committee; and

**WHEREAS**, the Dallas City Code, Section 39-C (7) the City Council shall direct the Records Management Officer to file approved records retention schedules or a written certification of compliance (Form SLR 508) with the Texas State Library and Archives Commission as required by state law and this chapter; and

August 12, 2020

**WHEREAS**, the Dallas City Code, Section 39C-9 (10) requires the Records Management Officer to file in accordance with state law a written certification of compliance (Form SLR 508) with the director and librarian of the Texas State Library and Archives Commission; and

**WHEREAS**, the Dallas Fire and Rescue Department has submitted to the Records Management Officer a request that the retention period for Individual Training Files (GR1050-28A) be increased from Separation + 5 years to Separation + 10 years.

**NOW THEREFORE;**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**SECTION 1.** That the City of Dallas approves and adopts all Texas State Library and Archives Commission Local Government Retention Schedules for city departments; with the exception of Dallas Fire and Rescue Department Individual Training Files (GR1050-28A) increased retention of records to Separation + 10 years.

**SECTION 2.** That the Records Management Officer is hereby authorized to submit on behalf of the City of Dallas a Declaration of Compliance with the Records Scheduling Requirements of the Local Government Records Act (SLR Form 508) to the director and librarian of the Texas State Library and Archives Commission.

**SECTION 3.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.