

January 11, 2023

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, on September 24, 1997 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; 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, the 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 on October 28, 1998; and

WHEREAS, on August 9, 2017, City Council authorized the reinstatement of the Texas State Library and Archives Commission (TSLAC) required retention period for specific records series maintained by the City Secretary's Office by Resolution No. 17-1195; and

WHEREAS, on August 12, 2020, City Council authorized compliance with TSLAC Retention Schedules, along with authorizing the Records Management Officer to submit on behalf of the City of Dallas the Declaration of Compliance with the Records Scheduling Requirements of the Local Government Records Act (Form SLR 508) to the director and librarian of TSLAC; with the exception of Dallas Fire and Rescue Department's request for an increase in in the retention period for their 'Individual Training' records by Resolution No. 20-1124; and

WHEREAS, 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;

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

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WHEREAS, 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, exceptions for longer retention periods for: 1) Dallas 311 Service Requests Complaints; 2) Dallas Police Department (DPD) Communication Tapes and Printouts; and 3) City Secretary's Office election reports (Election Campaign Contributions) have been submitted to the Records Management Officer requesting longer retention periods (see Exhibit A).

Now, Therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF DALLAS, TEXAS:

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 exceptions for longer retention periods for: 1) Dallas 311 Service Requests Complaints; 2) DPD Communication Tapes and Printouts; and 3) City Secretary's Office election reports (Election Campaign Contributions).

SECTION 2. That the Records Management Officer is 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.