

Memorandum



CITY OF DALLAS

DATE January 6, 2023

Honorable Members of the Public Safety Committee
TO Adam McGough (Chair), Cara Mendelsohn (Vice Chair), Tennell Atkins, Jesse Moreno,
Jaime Resendez, Casey Thomas, Gay Donnell Willis

SUBJECT **January 11, 2023, City Council Agenda Item #23-108 Records Management**

The following agenda item is scheduled to go before City Council on January 11, 2023.

AGENDA ITEM #23-108

A resolution authorizing the submission by the Records Management Officer of the City of Dallas Declaration of Compliance with the Records Scheduling Requirements of the Local Government Records Act form (Form SLR 508) to the director and librarian of the Texas State Library and Archives Commission on behalf of the City of Dallas; with the following exceptions for longer retention periods for: **(1)** Dallas 3-1-1 Service Requests Complaints; **(2)** Dallas Police Department Communication Tapes and Printouts; and **(3)** Election Campaign Contributions reports - Financing: No cost consideration to the City

BACKGROUND

This agenda item is requesting consideration and approval from the city council to maintain 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 following exceptions for longer retention periods for: 1) Dallas 3-1-1 Service Requests Complaints; 2) Dallas Police Department Communication Tapes and Printouts; and 3) City Secretary's Office election reports (Election Campaign Contributions).

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

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

On October 28, 1998, City Council authorized the Records Management Officer 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 (Form SLR 508) to the director and librarian of the Texas State Library and Archives Commission by Resolution No. 98-3152.

On April 11, 2007, City Council adopted longer retention periods for specific record series maintained by the City Secretary's Office: (1) Application for a Place on the Ballot, (2) Campaign Treasurer, (3) Election Campaign Contributions, (4) Conflict of Interest

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Questionnaire, and (5) Conflict of Interest Disclosure Statement by Resolution No. 07-1168.

On May 24, 2017, the Administrative Ad Hoc Committee reviewed and unanimously approved reinstatement of the retention periods to that of the Texas State Library and Archives Commission (TSLAC) and recommended City Council approval.

On August 09, 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.

The Government Performance & Financial Management Committee was briefed on the City of Dallas' *Compliance with Texas State Library and Archives Commission (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. The Government Performance & Financial Management Committee recommended unanimously the item be sent to the City Council for consideration and adoption.

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 the retention period for their 'Individual Training' records by Resolution No. 20-1124.

Should you have any questions or concerns please contact me at (214) 670 5299.



Jon Fortune
Deputy City Manager

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney
Mark Swann, City Auditor
Billerae Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizzor Tolbert, Deputy City Manager

Majed A. Al-Ghafry, Assistant City Manager
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
Robert Perez, Assistant City Manager
Carl Simpson, Assistant City Manager
Jack Ireland, Chief Financial Officer
Genesis D. Gavino, Chief of Staff to the City Manager
Directors and Assistant Directors