



Legislation Text

File #: 20-1334, **Version:** 1

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: August 12, 2020

COUNCIL DISTRICT(S): N/A

DEPARTMENT: City Secretary's Office

EXECUTIVE: Bilierae Johnson

SUBJECT

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 - Financing: No cost consideration to the City

BACKGROUND

In November 2019 the City of Dallas Records Management Officer (RMO) initiated a complete audit of all City of Dallas' records retentions schedules for compliance with the Texas State Library and Archives Commissions (TSLAC) schedules. As a result of this audit the RMO identified 327 City of Dallas records series that were not compliant with TSLAC retention periods.

On June 16, 2020 the Records Management Policy Committee (RMPC) met to discuss the Records Management Officer's submission of the City of Dallas' 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. The RMPC supported city council adoption of all TSLAC Local Government Records retention schedules, with the exception of Dallas Fire and Rescue Department's request for an increase in the retention period for their 'Individual Training' records.

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 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 (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 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 TSLAC and recommended City Council approval.

On August 09, 2017, City Council authorized the reinstatement of the 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 (GPFM) was briefed on the City of Dallas' *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 on June 22, 2020. The GPFM Committee recommended unanimously the item be sent to City Council for consideration and adoption.

FISCAL INFORMATION

No cost consideration to the City.