

ORDINANCE # 43

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

WHEREAS, the City of Zavalla 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

ALDERMANIC OF THE CITY OF ZAVALLA

SECTION I. DEFINITION OF MUNICIPAL RECORDS. All documents papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic 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 Zavalla 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 Zavalla 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.

PASSED AND APPROVED by the City Council of the City
of Zavalla, Texas, on second and final reading, this the
9 day September, 1991.

Opal C Gant
MAYOR, CITY OF ZAVALLA

Anna Marshall
CITY SECRETARY

Publish in Lufkin New:

Effective Date:
9-9-91