

ORDINANCE NO. 2163

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS AMENDING CHAPTER 1, GENERAL PROVISIONS, BY REPEALING AND REPLACING ARTICLE 1.08, RECORDS MANAGEMENT; PRESCRIBING POLICIES AND PROCEDURES FOR THE RECORDS MANAGEMENT PROGRAM; DESIGNATING A RECORDS MANAGEMENT OFFICER; ADOPTING RECORDS CONTROL SCHEDULES; PROVIDING FOR COOPERATION WITH STATE SURVEYS; PROVIDING A VALIDITY CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR INCORPORATION INTO THE TOWN'S CODE OF ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Title 6, Subtitle C, Local Government Code, hereinafter referred to as Local Government Records Act, provides that a city or town must establish by ordinance an active and continuing records management program to be administered by a records management officer; and

WHEREAS, the Town of Highland Park, Texas (the "Town") desires to establish, promote, and support an active and continuing program for the efficient and economical management of the Town's records; and

WHEREAS, the purpose of the records management program (the "Program") is to facilitate the creation and maintenance of Town records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the Town and to furnish the information necessary to protect the legal and financial rights of the Town, the State of Texas, and persons affected by the activities of the Town; and

WHEREAS, the Program shall serve to facilitate the identification, preservation, and protection of the Town's essential records and records that are of permanent value; and

WHEREAS, the Town of Highland Park, Texas, hereinafter referred to as Town, desires to adopt an ordinance for the above stated purposes and to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective records keeping.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS:

SECTION I. INCORPORATION OF RECITALS.

All matters stated in the recitals above are found to be true and correct legislative and factual findings of the Town and are hereby approved and incorporated herein and made a part hereof for all purposes.

SECTION II. AMENDMENT.

Chapter 1, General Provisions, is hereby amended by repealing Article 1.08, Records management, in its entirety, and replacing it with a new Article 1.08 to read as follows, with all other Chapters, Articles, Sections, and Subsections not herein amended to remain in full force and effect:

Article 1.08 RECORDS MANAGEMENT

1.08.001 DEFINITION OF TOWN RECORDS

All documents, papers, letters, books, maps, photographs, sound and video recordings, microform, magnetic tape, electronic media, or other information-recording media regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the Town of Highland Park or any of its officers or employees pursuant to law or in the transaction of public business, are declared to be the records of the Town of Highland Park, Texas and shall be created, maintained and disposed of in accordance with all provisions of this ordinance or procedures authorized by it and in no other manner.

1.08.002 TOWN RECORDS DECLARED PUBLIC PROPERTY

All Town records, as defined in Section 1.08.001, are hereby declared to be property of the Town of Highland Park. No Town official and/or employee or his or her successor has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. Unauthorized destruction, removal from files, and/or use of such records is prohibited.

1.08.003 POLICY

It is hereby declared to be the policy of the Town of Highland Park to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of this office through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act and accepted records management practice. This policy shall apply to all employees, agents, independent contractors, and volunteers of the Town of Highland Park

1.08.004 RECORDS MANAGEMENT OFFICER.

The Town Secretary will serve as Records Management Officer for the Town of Highland Park, as provided by law, and will develop policies and procedures for records management program to ensure that the maintenance, preservation, security, destruction, electronic storage, and other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act.

1.08.005 RECORDS CONTROL SCHEDULES

The Town's records control schedules shall be the applicable records control schedules issued by the Texas State Library and Archives Commission. These schedules shall be adopted by the Records Management Officer for use in the Town of Highland Park, as provided by law. The Records Management Officer shall prepare amendments to the schedules as needed to reflect new records created or received by this office, or revisions to retention periods established in a records retention schedule issued by the Commission. Any destruction of records of the Town of Highland Park will be in accordance with these schedules and the Local Government Records Act.

SECTION II. STATE SURVEYS.

The Town Council directs the Town Secretary to cooperate with the Texas State Library and Archives Commission in its conduct of statewide records management surveys, in accordance with Texas Local Government Code section 203.021.

SECTION III. VALIDITY.

Should any portion of any Town ordinance conflict with any provision of this ordinance the same is hereby repealed, and all other provisions of the conflicting ordinance shall remain in full force and effect.

SECTION IV. SEVERABILITY.

Should any word, phrase, sentence, section, or subsection of this ordinance be held to be void, unconstitutional, or unenforceable, the same shall not affect the validity of the remaining portions of this ordinance, which shall remain in full force and effect.

SECTION V. INCORPORATION.

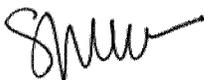
This ordinance shall be deemed to be incorporated into the Town's Code of Ordinances.

SECTION VI. EFFECTIVE DATE.

This ordinance shall become effective immediately upon its passage and approval, as provided by law.

PASSED AND APPROVED by the Highland Park Town Council on this 3rd day of February 2026.

APPROVED AS TO FORM:



Susan Thomas
Town Attorney

APPROVED:



Will C. Beecherl
Mayor

ATTEST:



Joanna Mekeal
Town Secretary