

RESOLUTION NO. 003-26

A RESOLUTION OF THE TOWN OF HIGHLAND PARK, TEXAS, ADOPTING A RECORDS MANAGEMENT PROGRAM FOR THE TOWN OF HIGHLAND PARK.

WHEREAS, the Texas Local Government Records Act (Title 6, Subtitle C, Texas Local Government Code) requires all cities to establish and implement a Records Management Program; and

WHEREAS, the Act establishes a requirement that each local government designate a Records Management Officer; and

WHEREAS, the Town of Highland Park's Records Management Program is governed by Chapter 1, Article 1.08 of the Code of Ordinances, which designates the Office of the Town Secretary as the Records Management Officer for the Town and requires the Records Management Officer to develop the policies and procedures for the Records Management Program; and

WHEREAS, the Town Secretary has developed, and the Highland Park Town Council desires to adopt, the required policies and procedures for the Records Management Program.

NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HIGHLAND PARK, TEXAS THAT:

SECTION 1. The Town of Highland Park Records Management Program attached hereto as "Exhibit A" is hereby adopted as the records management program of the Town of Highland Park, effective February 3, 2026.

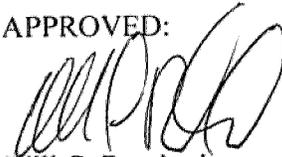
PASSED AND APPROVED on this 3rd day of February 2026.

APPROVED AS TO FORM:



Susan Thomas
Town Attorney

APPROVED:



Will C. Beecher
Mayor

ATTEST:



Joanna Mekeal
Town Secretary

Exhibit A



**The Town of Highland Park
Records Management Program**

The Texas Local Government Records Act, effective September 1, 1989, requires all cities to establish and implement a Records Management Program.

The Town of Highland Park's ("Town") Records Management Program ("Program") operates under Chapter 1, Article 1.08 of the Town's Code of Ordinances. This provision designates the Office of the Town Secretary as the Town's Records Management Officer ("RMO"). The Town follows the records control schedules issued by the Texas State Library and Archives Commission.

The purpose of a Records Management Program is to:

- Reduce the volume of inactive records maintained by Town departments;
- Establish and maintain efficient systems for the creation, maintenance, and retrieval of records;
- Ensure the timely disposition of records that have met retention requirements and are approved for destruction;
- Safeguard Town records to ensure their security and integrity;
- Maintain policies governing access to confidential and sensitive records;
- Identify, preserve, and protect vital records; and
- Promote awareness of and compliance with an effective records management program.

The Program shall be used as a tool to assist each department in maintaining records as outlined in the Town's Program.

Each department shall maintain its own records and work closely with the Town Secretary's Office to ensure consistency in procedures and uniformity in the supplies used in the Program.

The Town Secretary, as the RMO, has administrative authority over the records Program, and each Department Director is responsible for the records within their department.

The Town's records retention schedules, and any updates, will be supplied by the Town Secretary's Office. The Town will follow the **Texas State Library and Archives Commission Retention Schedule for Records Common to All Local Governments**. These schedules will enable each department to meet its record destruction and storage needs.

Definitions

Records Management Officer: The Town Secretary, as required in Chapter 1, Article 1.08 of the Town of Highland Park's Code of Ordinances.

Records Custodian: A representative from each department who will coordinate with the Records Management Officer on the records to be maintained in their department.

Local Government Record: Any document, paper, letter, book, map photography, sound or video recording, microfilm, magnetic tape, electronic medium, 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 a local government or any of its officers or employees pursuant to law, including an ordinance, or in the transaction of public business.

Active use records: Records that are held by each department and shall be stored in areas that are easily accessible for day-to-day operations.

Semi-active records: Records that are needed or referred to less frequently, for example, only once a month, but must be retained according to legal minimum retention requirements. Once a record has served its purpose for the operation of the office, the record is ready for final disposition. Some records may be destroyed AFTER meeting the authorized minimum retention, and other records must be retained indefinitely (as permanent documents) when they have historical value, or archival value.

Vital records: Vital records are those that are essential to resume business or continue an organization, to recreate an agency's financial or legal position, or to preserve the rights of employees and citizens. Records series commonly regarded as vital have been so designated. These designations are made by the records management officer in each agency. Records series unique to the agency may be considered vital records, even if not so considered by another agency.

Permanent Records: A record that possesses enduring legal, fiscal, or administrative value and must be preserved permanently by the agency.

Non-records: Records that are unofficial and kept only for convenience or reference, stocks of publications and processed documents, and library material intended solely for reference or exhibition. Non-records do not furnish information on organization, function, policy, procedure, operation or other activities and are retained in addition to the official copy. Some examples include: duplicate copies of memos and letter, obsolete blank forms; surplus copies of publications;

circulars or bulletins; notes used as reminders; telephone messages; convenience files (working papers). Copies of records that are classified as “timely” may be disposed of when superseded by a new version or voided because they have outlived their usefulness

Duties of Records Management Officer (“RMO”)

The RMO shall:

- Assist in establishing and developing policies and procedures for the Records Management Program (“Program”) for the Town of Highland Park (“Town”);
- Administer the Program and provide assistance to custodians for the purposes of reducing the costs and improving the efficiency of recordkeeping;
- In cooperation with the custodians of the records, prepare the records control schedules and amended schedules required by Texas Local Government Code 203.041, and the list of obsolete records as provided by Texas Local Government Code 203.044.
- In cooperation with custodians, identify and take adequate steps to preserve local government records that are of permanent value;
- In cooperation with custodians, identify and take adequate steps to protect essential local government records;
- In cooperation with custodians, ensure that the maintenance, preservation, microfilming, destruction, or other disposition of records is carried out in accordance with the policies and procedures of the Town’s Program and the requirements of this subtitle and rules adopted under it;
- Disseminate to the Town’s and custodians information concerning state laws, administrative rules, and the policies of the government relating to local government records; and
- In cooperation with custodians, establish procedures to ensure that the handling of records in any context of the Program by the RMO or those under the officer’s authority is carried out with due regard for:
 - The duties and responsibilities of custodians that may be imposed by law; and
 - The confidentiality of information in records to which access is restricted by law.

Duties of Records Custodian (“RC”)

Each Director shall designate a Records Custodian (“RC”) for their department who will coordinate with the RMO on the records to be maintained within their department. The RC will coordinate and implement the Program's policies and procedures and disseminate information to their department heads and employees.

The RMO will meet, assist, and supervise the initial departmental inventory of records, and support the RCs in establishing and maintaining filing systems, standards, and procedures for proper recordkeeping.

Disposition of Records

In accordance with the Program, the following procedures shall be followed when purging files or destroying records of any kind:

- Departments may purge their files of the non-records WITHOUT consulting with the RMO.
- Records Custodians must check retention schedules PRIOR TO destroying any other records.
- If the records to be destroyed are scheduled records, the Records Custodian must complete a *Record Retention Disposal Form* and forward it to the RMO.

Public Information

Most records maintained by the Town are open to public inspection and may be subject to the Texas Public Information Act. Local government records are defined by the Act as information “collected, assembled, or maintained...by a governmental body” or for such a body if it “owns...or has a right of access to” the information.

To obtain access to or a copy of a local government record, a written request must be made to the Office of the Town Secretary. It can be made via a printed or handwritten letter, fax, or email. The request must provide sufficient information identifying what record(s) are being sought, and as much information as is needed to locate the record(s). Employees may not ask the requester what purpose they are seeking the record for.

If the requested information is not available due to the destruction of the record, the Town Secretary’s Office must be able to provide evidence of its destruction. Therefore, the Town Secretary’s Office will maintain the original *Record Retention Disposal Form* for the purpose of responding to requests for information that fall under the Texas Public Information Act.

