

- 33 (8) OFFICIAL means the mayor, a member of the city council, a municipal
34 court judge (including a substitute judge), and a person appointed by
35 the mayor or the city council to a City board, task force, or other City
36 body.
- 37 (9) PHYSICAL, when used in reference to a record, means that the record
38 is maintained in a tangible form, such as paper, photographic film,
39 analog tape, or a similar medium.
- 40 (10) RECORD means a local government record of the City, and includes a
41 digital record and a physical record.

42 **§ 2-11-2 PURPOSE; APPLICABILITY; COMPLIANCE.**

- 43 (A) This chapter implements the Local Government Records Act.
- 44 (B) This chapter, the records management program, and the records control
45 schedules apply to all records in whatever form the records exist, including all
46 digital records and all physical records.
- 47 (C) This chapter is cumulative of the Local Government Records Act.
- 48 (D) Each City official and City employee shall comply with the records
49 management program adopted under this chapter. The records management
50 program is cumulative of this chapter and the Local Government Records Act.
- 51 (E) A person does not comply with the records management program unless the
52 person complies with this chapter and the Local Government Records Act.

53 **§ 2-11-3 RECORDS MANAGEMENT OFFICER.**

- 54 (A) The city clerk is the records management officer under Local Government
55 Code, § 203.025 (*Designation of Records Management Officer*) for the City,
56 and shall:
- 57 (1) develop, implement, and administer a City-wide records management
58 program that complies with the Local Government Records Act;
- 59 (2) coordinate, and to the extent practicable, standardize records
60 management practices among departments;
- 61 (3) serve on each director-level technology governance or oversight
62 committee established by a City department; and

- 63 (4) prepare, review, and approve each new and amended records control
64 schedule for each City department, and make necessary changes to the
65 schedules at intervals set by the records management program;
- 66 (5) report annually to the council and the city manager on the
67 implementation of the records management program in each City
68 department;
- 69 (6) report to the city manager noncompliance with the records management
70 program by a department director, City employee, or City contractor;
- 71 (7) report to the council noncompliance with the records management
72 program by a City official;
- 73 (8) appoint a city records manager to implement this chapter, subject to the
74 direction of the city clerk;
- 75 (9) provide storage, retrieval, and destruction services of physical records
76 no longer required to be kept in active office space and transferred to
77 the records center;
- 78 (10) provide support for City-wide document and imaging management
79 systems and services designed to manage digital records;
- 80 (11) establish a micrographics program for the preservation of permanent
81 records not transferred to the Austin History Center;
- 82 (12) provide consulting services and training to departments and employees
83 on the implementation of the records management program, records
84 and information technology requirements, and other subjects related to
85 records and information management;
- 86 (13) assist department records administrators to identify essential records
87 and establish a disaster recovery plan for records.

88 (B) Subject to the direction of the city clerk, the city records manager may perform
89 a duty assigned by this chapter to the city clerk.

90 **§ 2-11-4 RECORDS MANAGEMENT COMMITTEE.**

91 (A) The members of the records management committee are:

- 92 (1) the city clerk;
- 93 (2) city manager;

- 94 (3) the city records manager;
- 95 (4) the city archivist;
- 96 (5) the city auditor;
- 97 (6) the city attorney;
- 98 (7) the director of the Human Resources Department;
- 99 (8) the director of the Communications and Technology Management
100 Department;
- 101 (9) the comptroller;
- 102 (10) the purchasing officer;
- 103 (11) a departmental records administrator, appointed by the city manager,
104 from an enterprise-fund department; and
- 105 (12) a departmental records administrator, appointed by the city manager,
106 from a general-fund department appointed by the city manager.

107 (B) The city clerk is the chair of the records management committee. The city
108 records manager is the secretary of the records management committee.

109 (C) The records management committee shall:

- 110 (1) assist the city clerk in the development, implementation, and
111 management of the records management program;
- 112 (2) to the extent practicable promote standard records management
113 practices among departments;
- 114 (3) annually review the performance of the program;
- 115 (4) annually review City policies related to compliance with applicable law
116 regarding the creation, storage, retention, destruction, disposition,
117 security, or accessibility of City records;
- 118 (5) adopt necessary changes and improvements to City policies and to the
119 records management program that are not inconsistent with this
120 chapter;
- 121 (6) review each records control schedule submitted by the city clerk;
- 122 (7) recommend to the council amendments to this chapter as required; and

123 (8) support and promote the records management program.

124 (D) The city clerk shall convene the committee at least twice each fiscal year. Six
125 members of the committee are a quorum. An action of the committee requires
126 a majority vote of the committee members present.

127 (E) The records management committee is neither a governing body nor a City
128 board, and is not subject to Chapter 2-1 (*City Boards*).

129 **§ 2-11-5 RECORDS MANAGEMENT PROGRAM.**

130 (A) The city clerk shall submit the records management program to the city
131 manager for approval. The records management program approved by the city
132 manager is the City's records management program.

133 (B) The records management program must:

134 (1) comply with the Local Government Records Act;

135 (2) to the extent practicable, standardize records management practices
136 among City departments;

137 (3) in cooperation with the commission, establish guidelines for the
138 implementation of records control schedules;

139 (4) establish training requirements for department records administrators
140 and department records management team members;

141 (5) establish guidelines for City information technology systems and
142 services to ensure that the systems and services create, store, manage,
143 protect, preserve, dispose of, and provide access to records in
144 compliance with the records management program;

145 (6) establish guidelines for the transfer of records when a function is
146 transferred from one department to another department;

147 (7) establish guidelines for the destruction of records, including the
148 information that must be maintained in a destruction log;

149 (8) establish procedures for the suspension of records destruction as
150 allowed by Section 2-11-10 (*Destruction or Disposition of Records*);

151 (9) improve the efficiency of record-keeping;

152 (10) enable the city clerk to perform the duties prescribed by this chapter;

- 153 (11) establish guidelines and eligibility criteria for transferring records to
154 microfilm, or to an electronic or digital format, including guidelines for
155 the disposition of records that have been transferred;
- 156 (12) provide adequate protection of the essential records of the City,
157 including a disaster recovery plan for records;
- 158 (13) regulate the operations and use of the records center serving as the
159 depository of inactive records with continuing value to the City, except
160 records that have been transferred to the Austin History Center for
161 preservation as historical records; and
- 162 (14) establish guidelines to ensure the preservation of long-term or
163 permanent physical and digital records of the city.

164 **§ 2-11-6 DUTIES OF A COUNCIL OFFICE.**

- 165 (A) A council member shall maintain a record created or received by the council
166 office in compliance with the records management program.
- 167 (B) A council member may designate the city clerk as records administrator for the
168 council member's office.
- 169 (C) Unless the city clerk is the records administrator for a council office, the
170 council member must perform the duties of the records administrator as if the
171 council office were a department, or appoint an employee of the council office
172 to assume those duties.

173 **§ 2-11-7 DUTIES OF DEPARTMENT DIRECTORS.**

- 174 (A) Each department director shall cooperate with the city clerk to implement this
175 chapter. A department director may not refuse to comply with the requirements
176 of this chapter based on a City ordinance or policy relating to a duty,
177 recordkeeping requirement, or other responsibility of the departmental
178 director.
- 179 (B) Each department director shall:
- 180 (1) document the services, programs, and duties that are the responsibilities
181 of the director's department; and
- 182 (2) maintain the department's records in accordance with the records
183 management program;
- 184 (3) include records and information management requirements in
185 department policies and procedures; and

186 (4) ensure that the department's records administrator and records
187 management team have sufficient time and resources to implement the
188 records management program.

189 (C) Each department director shall appoint a senior level manager as the
190 department's records administrator to oversee the implementation of the
191 records management program in the department, and shall allocate resources to
192 implement the program in the department. A department director may serve as
193 the department's records administrator. Each department director shall notify
194 the city clerk in writing of the appointment of the department's records
195 administrator.

196 (D) Each department director whose department has more than one division or
197 more than one physical location shall ensure that each division and location
198 has an employee responsible for the implementation of the records
199 management program in that division or location. The department director
200 shall notify the city clerk in writing of the appointment of each responsible
201 employee under this subsection.

202 (E) A department director is responsible for compliance with this chapter for
203 records created by a City board, commission, task force, or similar entity for
204 which the department provides support.

205 (F) A department director, official, or the official or employee in charge of an
206 inter-departmental working group or committee, must consult the city clerk or
207 the city records manager before recommending or implementing a change to
208 records management or information technology that is reasonably likely to
209 affect:

210 (1) compliance with the records management program; or

211 (2) the City's processes or capabilities relating to the creation, storage,
212 retention, destruction, disposition, security, or accessibility of records.

213 **§ 2-11-8 DUTIES OF A DEPARTMENT RECORDS ADMINISTRATOR.**

214 (A) Each department's records administrator shall:

215 (1) cooperate with the city clerk to implement the records management
216 program in the department;

217 (2) distribute information about the records management program to
218 department employees;

- 219 (3) ensure that the creation, storage, retention, destruction, disposition,
220 security, and accessibility of the department's records are in
221 compliance with the department's records management program.
- 222 (4) implement the department records control schedule to ensure that
223 records are retained for the approved retention period;
- 224 (5) transfer a physical record that is no longer required for the conduct of
225 department business to the records center;
- 226 (6) identify essential records of the department and establish, implement,
227 and maintain a records disaster recovery plan;
- 228 (7) review the department records control schedule at intervals set by the
229 city clerk to determine if the schedule reflects current department
230 practices and complies with the records management program;
- 231 (8) review each new information technology system or system
232 enhancement to ensure that the new system or system enhancement
233 addresses and complies with the records management program;
- 234 (9) assist the city clerk in producing an annual report to the city manager
235 on the implementation of the records management program in the
236 department;
- 237 (10) notify the city clerk within 24 hours of the discovery of any loss, theft,
238 or damage to a department record.

239 **§ 2-11-9 THE DEPARTMENT RECORDS MANAGEMENT TEAM.**

240 (A) Each department shall have a records management team consisting of:

- 241 (1) the department's records administrator, who is the chair of the team;
- 242 (2) the city clerk's staff assigned to work with the department; and
- 243 (3) for a department that has more than one division or physical location:
- 244 (a) at least one employee, designated by the director, who is
245 responsible for records management in a division in the department;
246 and
- 247 (b) at least one employee, designated by the director, who is
248 responsible for records management in a location of the
249 department.

250 (B) The records management team shall:

- 251 (1) meet at intervals set by the records management program;
- 252 (2) invite to each meeting the city clerk's staff assigned to work with the
253 department;
- 254 (3) review the department records control schedules and records
255 management practices at intervals set by the city clerk to determine if
256 the schedules and practices comply with the records management
257 program, and implement corrective action for program compliance;
- 258 (4) complete reports required by the city clerk; and
- 259 (5) complete training required by the records management program.

260 **§ 2-11-10 RECORDS CONTROL SCHEDULES.**

- 261 (A) The city clerk, in cooperation with each department director, shall prepare a
262 records control schedule for each department that lists each record created or
263 received by the department, the retention period for each type of record, and
264 any other information needed to implement the records management program.
- 265 (B) The length of a retention period, or a change in the length of a retention period,
266 shall be determined by the city clerk after consultation with the records
267 management committee. After considering any comments made by the records
268 management committee the city clerk shall adopt each control schedule and
269 each change to a control schedule.
- 270 (C) The city clerk shall submit a records control schedule that requires commission
271 review to the commission. If the commission does not accept a schedule for
272 filing, the city clerk shall amend the schedule to make it acceptable for filing.
- 273 (D) The city clerk shall maintain an official set of control schedules for the City.
274 The control schedules maintained by the city clerk are the City's official
275 control schedules, with which every department must comply.

276 **§ 2-11-11 DESTRUCTION OR DISPOSITION OF RECORDS.**

- 277 (A) When the retention period for a record has expired, the records administrator
278 shall approve the destruction of the record unless:
- 279 (1) a request for the record under Chapter 552 (*Public Information Act*) of
280 the Government Code is pending;

- 281 (2) the city attorney determines that the subject matter of the record is
282 related to pending or anticipated litigation, or to an ongoing legal
283 matter;
- 284 (3) the subject matter of the records is related to an ongoing audit, or an
285 ongoing review by a governmental regulatory agency;
- 286 (4) a department director or records administrator requests the city clerk in
287 writing, and states the reason, that the record be permitted to be
288 retained for an additional period, and the request is approved in writing
289 by the city clerk;
- 290 (5) the city archivist determines that the record is of historical value.
- 291 (B) The records administrator of each department shall record the destruction of
292 records carried out under this chapter or another law and maintain a
293 destruction log.
- 294 (C) The city clerk may destroy a record that is obsolete or that is not identified on
295 a records control schedule if:
- 296 (1) the destruction of the record has been approved by the records
297 management committee; and
- 298 (2) the commission has approved a request for authorization to destroy the
299 record.
- 300 (D) A record approved for destruction under this chapter and state law may be
301 destroyed by:
- 302 (1) the records administrator of the department that has custody of the
303 record; or
- 304 (2) the city clerk.
- 305 (E) Before an official or employee may destroy the original or source document of
306 a record that has been transferred to microfilm or to an electronic or digital
307 format, the employee or official must obtain written authorization from the city
308 clerk.

309 **§ 2-11-12 RECORDS CENTER.**

- 310 (A) The city clerk shall maintain a records center that provides:
- 311 (1) storage of records no longer required to be kept in active office space;

- 312 (2) an information retrieval service for the benefit of City offices; and
313 (3) a method for destruction of a record in storage whose retention period
314 has expired.
- 315 (B) If a department record is no longer required in the conduct of current business
316 the departmental records administrator shall promptly transfer the record to the
317 records center, or if the retention period has expired, destroy the record as
318 provided by this chapter.

319 **§ 2-11-13 MANAGEMENT OF DIGITAL RECORDS.**

- 320 (A) The creation, maintenance, preservation, and storage of a digital record,
321 including the conversion of a physical record to a digital record, must comply
322 with the records management program.
- 323 (B) The city clerk shall review a department or inter-departmental plan to acquire
324 or implement an information technology system or service that creates, stores,
325 manages, protects, preserves, destroys, or provides access to digital records. If
326 the system or service is inconsistent with the records management program the
327 city clerk shall report the inconsistency to the appropriate director and the city
328 manager.

329 **§ 2-11-14 RECORDS WITH HISTORICAL VALUE.**

- 330 (A) A records administrator, the city archivist, and the city clerk may agree to
331 transfer custody of a record that has historical value to the Austin History
332 Center. If a City record is transferred to the custody of the Austin History
333 Center, ownership of the record remains with the City.
- 334 (B) The Austin History Center is the custodian of a record belonging to a
335 discontinued department that does not have a named successor.
- 336 (C) The director of the Library Department shall establish guidelines for the
337 preservation of records that are of historic value.

338 **§ § 2-11-15 OWNERSHIP OF CITY RECORDS.**

- 339 (A) A record is the sole property of the City. An official or employee has no
340 personal property right to a record.
- 341 (B) An official or employee may not:
- 342 (1) destroy, remove, or use a record except in the course of the official's or
343 the employee's official duties;

