

ORDINANCE NO. 2012-01

AN ORDINANCE OF THE CITY OF CANTON, TEXAS; AMENDING ARTICLE 30.20 – 30.30 MUNICIPAL RECORDS, OF TITLE III, CITY OF CANTON, TEXAS CODE OF ORDINANCES; SEVERABILITY CLAUSES; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Canton, Texas adopted Municipal Records Ordinance No. 93-06 on April 20, 1993, which was later codified in Title III of the City of Canton, Texas Code of Ordinances; and

WHEREAS, the City Council wishes to update the City of Canton's Municipal Records ordinance to match standards established by the State Library and Archives Commission; and

WHEREAS, the City Council wishes to provide for separate responsibility and maintenance of certain police records which may be subject to additional restrictions;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CANTON, TEXAS, THAT:

Section 1. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. **SECTION 30.21. ADDITIONAL DEFINITIONS RECORDS CONTROL SCHEDULE** and **RECORDS MANAGEMENT** are hereby amended to read:

RECORDS CONTROL SCHEDULE. A document prepared by the state library and archives commission listing the records maintained by the city, their retention periods, and other records disposition information that the records management program may require, and adopted by the City of Canton.

RECORDS MANAGEMENT. The application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of recordkeeping. The term includes the adoption of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports, and correspondence, and the management of micrographics and electronic and other records storage systems.

Section 3. **SECTION 30.24 DESIGNATION OF RECORDS MANAGEMENT OFFICER** is hereby amended in its entirety to read as follows:

SECTION 30.24 DESIGNATION OF RECORDS MANAGEMENT OFFICER.

The City Secretary, and successive holders of said office, shall serve as Records Management Officer for the City of Canton, excluding police records from the Canton Police Department. The Chief of Police, and successive holders of said office, shall

serve as Records Management Officer for the City of Canton Police Department's police records, excluding City files of a general nature, such as personnel records. As provided by state law, each successive holder of the office shall file his or her name with the director and librarian of the Texas State Library within thirty days of the initial designation or of taking up the office, as applicable.

Section 4. SECTION 30.28 RECORDS CONTROL SCHEDULES TO BE DEVELOPED; APPROVAL; FILING WITH STATE is hereby amended in its entirety to read as follows:

SECTION 30.28 RECORDS CONTROL SCHEDULES PREPARED BY THE STATE LIBRARY AND ARCHIVES COMMISSION TO BE ADOPTED AND MAINTAINED.

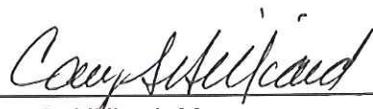
The records management officer shall regularly review state library and archives commission records control schedules, which were adopted by the City of Canton, and update the city's copies according to the updates and changes made by the state.

Section 5. Sections 30.21, 30.24, and 30.28 Title III, City of Canton, Texas, Code of Ordinances, is amended as provided herein. All prior ordinances of the City dealing with or applicable to records management are hereby amended to the extent of any conflict herewith, and all ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance as adopted and amended herein, are hereby amended to the extent of such conflict. In the event of a conflict or inconsistency between this ordinance and any other code or ordinance of the City, the terms and provisions of this ordinance shall govern.

Section 6. This ordinance shall take effect immediately from and after its passage.

Section 7. It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Tex. Gov't. Code.

PASSED AND APPROVED this the 17th day of January, 2012.



Cary S. Hilliard, Mayor

ATTEST:



Julie H. Seymore, City Secretary