

RESOLUTION NO.2007-06-26-1

A RESOLUTION OF THE VILLAGE OF VINTON, TEXAS ESTABLISHING
VILLAGE POLICY FOR ELECTED OFFICIALS TO ACCESS OFFICIAL RECORDS.

WHEREAS, the Village Council of the Village of Vinton, Texas finds that it is reasonable and necessary to establish a Village policy governing access to official Village records by elected Village officials in order to preserve and protect the integrity of such records while facilitating the inherent right of access to such records by elected Village officials acting in their official capacities and to give Village staff charged with maintaining and safeguarding the records clear direction on the procedures related to official access.

WHEREAS, the Village Clerk has previously been designated pursuant to Chapter 203 of the Texas Local Government Code as the Official Records Management Officer of the Village by Ordinance Nos. 088-113 and 088-114 with authority and responsibility for managing, maintaining and preserving the official records of the Village.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE
VILLAGE OF VINTON, TEXAS as follows:

(a) Any elected Village official may request to see any official record maintained by the Village Clerk by making a written request upon the Village Clerk. The request shall fairly identify the official record(s) sought to be reviewed by the elected official and shall state the official purpose for the request.

(b) If reasonably practicable, the Village Clerk shall make the documents requested available for inspection and copying at the time the request is made. However, if the requested records are in use or in storage or are not otherwise reasonably accessible for immediate inspection and/or copying (including if the Village Clerk staff is not immediately available to

locate and/or copy the record request due to other pressing matters), than the Village Clerk shall certify to this fact in writing and shall set a date and hour within a reasonable time when the requested records will be made available for inspection and duplication.

(c) Requested records shall generally be made available for inspection and copying in the form that they are maintained by the Village Clerk unless such a procedure is not reasonably practicable. Official records may not be removed from the Village Hall by elected officials and may not be inspected outside the presence of the Village Clerk or a deputy clerk. Copies of official records may be made either by the Village Clerk's staff or by the requestor of the records in the presence of the Village Clerk staff, at the discretion of the Village Clerk. The elected official obtaining copies of official records and/or information from official records shall be solely responsible for protecting the documentation/information from disclosure to the general public outside of the legal procedures governing disclosure of public information.

PASSED AND APPROVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF VINTON, TEXAS on this 26th day of June, 2007.


MADELEINE PRAINÓ, Mayor

ATTEST:

JESSICA GARZA, Village Clerk

APPROVED:

SHANE A. ENGLISH, Village Attorney