

**ORDINANCE No. 2021-1-19-6**

**AN ORDINANCE BY THE VILLAGE COUNCIL OF THE VILLAGE OF VINTON, TEXAS  
REVISING RECORDS MANAGEMENT POLICY**

**WHEREAS**, The Texas Local Government Records Act (Title 6, Subtitle C, Local Government Code), provides that each local government must establish an active and continuing records management program; and

**WHEREAS**, the Village of Vinton desires to adopt a plan to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF VINTON AS FOLLOWS:

**SECTION 1. DEFINITION OF RECORDS OF THE VILLAGE OF VINTON.** All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, 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 Village of Vinton, its officers or employees pursuant to law or in the transaction of public business, are declared to be the records of the Village of Vinton and shall be created, maintained, and disposed of in accordance with the provisions of this ordinance or procedures authorized by it and in no other manner.

**SECTION 2. RECORDS DECLARED PUBLIC PROPERTY.** All records as defined in Sec. 1 of this plan are declared to be the property of the Village of Vinton. No official or employee of the Village of Vinton 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. The unauthorized destruction, removal from files, or use of such records is prohibited.

**SECTION 3. POLICY.** It is declared to be the policy of the Village of Vinton 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 Village of Vinton.

**SECTION 4. RECORDS MANAGEMENT OFFICER.** The Village Administrator will serve as Records Management Officer for the Village of Vinton as provided by law and will develop policies and procedures 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.

**SECTION 5. RECORDS CONTROL SCHEDULES.** Appropriate records control schedules issued by the Texas State Library and Archives Commission shall be adopted by the Records Management

Officer for use in the Village of Vinton 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 Village of Vinton will be in accordance with these schedules and the Local Government Records Act.

**SECTION 6. CONTROLLING ORDINANCE.** This ordinance controls over prior ordinances adopted by the Village of Vinton pertaining to the same subject matter to the extent there is a conflict.

**APPROVED:**

  
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Manuel Leos, Mayor

**ATTEST:**

  
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Andrea Carrillo, Village Administrator

**APPROVED AS TO FORM:**

  
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Shane English, Village Attorney