

ORDINANCE NO. 088-113

AN ORDINANCE DESIGNATING THE VILLAGE
CLERK AS THE RECORDS MANAGEMENT
OFFICER FOR THE VILLAGE OF VINTON, TEXAS

WHEREAS, Section 203.021 of the Texas Local Government Code requires governing bodies of all local governments to:

(1) establish, promote, and support an active and continuing program for the efficient and economical management of all local government records;

(2) cause policies and procedures to be developed for the administration of the program under the direction of the records management officer;

(3) facilitate the creation and maintenance of local government records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the local government and designed to furnish the information necessary to protect the legal and financial rights of the local government, the state, and persons affected by the activities of the local government;

(4) facilitate the identification and preservation of local government records that are of permanent value;

(5) facilitate the identification and protection of essential local government records; and

(6) cooperate with the commission in its statewide records management surveys, and

WHEREAS, Section 203.025 of the Texas Local Government Code requires governing bodies to designate a records management officer by

(1) designating an individual; or

(2) designating an office or position, the holder of which shall be the records management officer; now, therefore:

BE IT ORDAINED BY THE VILLAGE COUNCIL FOR THE VILLAGE OF VINTON, TEXAS, THAT:

SECTION I.

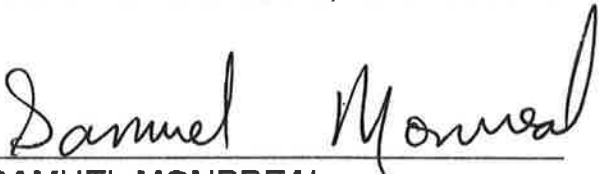
The Village Clerk for the Village of Vinton, Texas, is hereby designated as the Records Management Officer for the Village.

SECTION II.

The duties of the Records Management Officer shall consist of those duties set forth in Section 203.023 of the Texas Local Government Code and shall be expanded or reduced as provided under Texas Law at present and into the future.

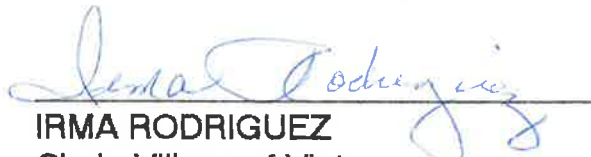
SECTION III.

That this Ordinance was duly enacted with all requisites and formalities incident thereto the enactment of ordinances, and such is evidenced by the below signatures.



SAMUEL MONRREAL
Mayor, Village of Vinton

Attest:



IRMA RODRIGUEZ
Clerk, Village of Vinton

Approved:



RICHARD CONTRERAS
Attorney, Village of Vinton

First Reading: 4/23/91
Second Reading: 6/11/91