

5-11-93

ORDINANCE NO. 088-130

AN ORDINANCE ESTABLISHING THE VINTON PUBLIC ARCHIVES FOR THE VILLAGE OF VINTON, TEXAS.

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

I.

The VINTON PUBLIC ARCHIVES is hereby established to serve as a public library and archives for the storage of all public documents relating to the Village of Vinton, Texas.

II.

The Records Management Officer for the Village of Vinton is hereby designated as the Chief Librarian for the Vinton Public Archives and shall be responsible for the management of the Vinton Public Archives.

The Chief Librarian shall perform all the duties and responsibilities as set forth in Ordinance No. 121 for the Village of Vinton, Texas.

III.

The Chief Librarian is authorized to establish a fee schedule which shall be as follows:

Standard Sized Pages

(a) The charge for office machine copies of pages up to and including legal size (8 1/2 by 14 inches) are as follows:

(1) for 50 pages or less of readily available information, the guideline charge shall be \$.10 per page; or

(2) for more than 50 pages of readily available information, the guideline charge shall be \$.85 for the first page and \$.15 for each additional page;

(3) for any quantity of information deemed to be not readily available, the actual charge shall be the combined components of \$.70 for the first page and \$.15 for each page thereafter, plus actual labor costs incurred by The Archives in providing the requested information. The actual labor costs of providing information may include costs of locating and preparing the information and may be computed by multiplying the amount of time actually spent in these activities times the salary rate of the employee performing these activities.

(b) The Archives should not charge for personnel time in making records for public inspection under Texas Civil Statutes, Article 6252-17a.

(c) In establishing charges, The Archives may add any postal related expenses which may be necessary to transmit the reproduced documents to the requesting party to the charges established pursuant to this subsection.

Nonstandard Sized Pages in Computer Banks, on Microfilm, or on Other Similar Record Keeping Systems

The custodian of the records should, in such instances, initiate the consultation with State Purchasing and General Services Commission and supply the commission with adequate cost data relative to the request to support the proposed charge. This consultation request should be made in writing and be submitted to the attention of the Material Management Section of the Centralized Services Division of State Purchasing and General Services Commission. Adequate cost data for this consultation consists of the specific cost components of an individual charge including, but not limited to labor hours and rates, computer tapes, paper, fiche, cassettes, and printer supplies, and applied overhead by component and application base.

VI.

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.

SIGNED this 11th day of May, 1993.

Samuel Monreal

SAMUEL MONRREAL
Mayor

ATTEST:

Irma Rodriguez

IRMA RODRIGUEZ
Village Clerk

APPROVED:

R. Contreras

RICHARD CONTRERAS
Village Attorney

First Reading: 3/30/92
Second Reading: 5/11/92