

ARTICLE V. RECORDS AND INFORMATION MANAGEMENT¹

Sec. 2-259. Custodian of records and documents.

The city secretary is the legal custodian of all records of the city and shall be responsible for their safekeeping.

(Ord. No. 2022-09, § 9, 4-12-2022)

Sec. 2-260. Public information requests.

(a) The city secretary shall administer a city-wide public information request program that is consistent with the requirements of the Texas Public Information Act. The only methods which are permissible for submission of public information requests to the City of League City are:

- (1) Hand delivery. Must be hand-delivered to the city secretary, or their designee, for receipt of public information requests. The designated person shall be the city secretary, or their designee;
- (2) United States mail. Must be addressed to the city secretary, or their designee, for receipt of public information requests, either by their proper name or position title. The designated mailing address for public information requests shall be 300 W. Walker St., League City, Texas 77573. Items addressed generally to the "City of League City" or to a "records custodian" does not qualify as a proper request submitted under the Texas Public Information Act;
- (3) Electronic mail. Must be sent to the designated email address of the City of League City for receipt of public information requests. The designated electronic mail address for public information requests shall be PIR@leaguecitytx.gov; or
- (4) Electronic submission via City website. The designated webpage for electronic requests for public information submitted to the city shall be City of League City Request Portal located at <https://leaguecitytx.justfoia.com/publicportal/home/newrequest>.

(b) The city secretary shall consult with the city attorney, or his or her designee, regarding requested information that may contain privileged, confidential, or exempted information.

(Ord. No. 2022-09, § 10, 4-12-2022)

Sec. 2-261. City records described; scope of article.

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 city or any of its officers or employees pursuant to law or in the transaction of public business, are hereby

¹Editor's note(s)—Ord. No. 2022-09, § 9, adopted April 12, 2022, amended Art. V and in doing so changed the title of said article from "Records Management" to "Records and Information Management," as set out herein.

declared to be the records of the city and shall be created, maintained and disposed of in accordance with the provisions of this article or procedures authorized by it and in no other manner.

(Code 1968, § 2-101; Ord. No. 90-35, § 1, 5-24-1990; Ord. No. 99-15, § 2, 2-9-1999)

Sec. 2-262. Reserved.

Sec. 2-263. City records declared public property.

All city records as defined in section 2-261 are hereby declared to be property of the city. No city official or employee has, by virtue of his or her position, any personal or property right to such records even though he may have developed or compiled them. The unauthorized destruction, removal from files or use of such records is prohibited.

(Code 1968, § 2-103; Ord. No. 90-35, § 1, 5-24-1990; Ord. No. 99-15, § 2, 2-9-1999)

State law reference(s)—Similar provisions, V.T.C.A., Local Government Code § 201.005.

Sec. 2-264. General policy.

It is hereby declared to be the policy of the city to provide for efficient, economical and effective controls over the creation, distribution, organization, maintenance, use and disposition of all city records through a comprehensive system of integrated procedures of the management of records from their creation to their ultimate disposition, consistent with the requirements of the Texas Local Government Records Act (V.T.C.A., Local Government Code § 201.001, et seq., as amended) and accepted records management practice.

(Code 1968, § 2-104; Ord. No. 85-47, 5-24-1990; Ord. No. 99-15, § 2, 2-9-1999)

Sec. 2-265. Designation of records management officer.

The city secretary and the successive holders of such office, or their designee, shall serve as the records management officer for the city and shall 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 Texas Local Government Records Act (V.T.C.A., Local Government Code § 201.001, et seq., as amended). As provided by state law, each successive holder of the office shall file his or her name, or his designee's name, with the director and librarian of the Texas State Library and Archives Commission within 30 days of the initial designation or of taking up the office, as applicable.

(Code 1968, § 2-105; Ord. No. 90-35, § 1, 5-24-1990; Ord. No. 99-15, § 2, 2-9-1999; Ord. No. 2008-15, § 2, 4-22-2008; Ord. No. 2010-25, § 2, 8-10-2010; Ord. No. 2022-09, § 11, 4-12-2022)

State law reference(s)—Similar provisions, V.T.C.A., Local Government Code § 203.025.

Sec. 2-266. Records control schedules.

The records retention and disposition schedules issued, and as amended, by the Texas State Library and Archives Commission shall be adopted by the records management officer for use in the city, 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 revision to retention periods established in a records retention schedule issued by the commission. Any destruction of records of the city will be in accordance with these schedules and the Texas Local Government Records Act (V.T.C.A., Local Government Code § 201.001, et seq., as amended).

Editor's note(s)—Ord. No. 2022-09, § 12, adopted April 12, 2022, repealed § 2-266, which pertained to records management committee and derived from Code 1968, § 2-106; Ord. No. 90-35, § 1, adopted May 24, 1990; and Ord. No. 99-15, § 2, adopted Feb. 9, 1999

Secs. 2-267 - 2-300. Reserved.