

ORDINACE NO. 82-6

An ordinance is established for the purpose of Retention, Disposition of Records; Adopting a manual for the Retention and Disposition of Records; Repealing all Ordinances or parts of Ordinances in conflict herewith; providing for severability; declaring an emergency; and providing an effective date.

WHEREAS, Article 6574c of Vernon's Texas Civil Statutes authorizes cities to establish, by ordinance, procedures for the retention and disposition of records; and

WHEREAS, the City of Newton has a need for improving its procedures for the retention and disposition of records; and

WHEREAS, the orderly destruction of worthless records, storage of the records, required to be kept will help reduce the need for storage space.

NOW THEREFORE, BE OT PRDANED BY THE CITY COUNCIL OF THE CITY OF NEWTON, TEXAS:

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That the City of Newton Code of Ordinance is hereby established to read as follows:

Section 2.Records - Retention and Disposition.

a) Definitions:

- (1) Public record: Any record that is available for public inspection pursuant to Article 6252-17a Vernon's Texas Civil Statutes (Open Records Act)
- (2) Record: Any document, book, paper, photograph, sound recording or other material, regardless of physical form or characteristic made or received pursuant to law or ordinance or in connection with the transaction of official business of the city.

b) Policy Adopted.

There is hereby adopted by the City of Newton, for the purpose of establishing rules and regulations for the retention and of establishing riles and regulations for the retention and disposition of records accumulated by the city, the riles and disposition of records accumulated by the city, the rules and provisions set out in the Manual of Record Retention and Disposition, hereby approved by the City Council, a true and correct copy of which is to be kept on file with the City Secretary, which manual is hereby incorporated herein by reference as fully as if set out at length herein, and from the date of the adoption of this section, the provisions of such manual shall be controlling in the retention and disposition of records prepared, received or