



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 07/18/2023

**SUBJECT: APPROVAL OF AMENDED RECORDS MANAGEMENT POLICY
AND AUTHORIZATION TO SUBMIT DESIGNATION OF LOCAL
GOVERNMENT RECORDS MANAGEMENT OFFICER AND
DECLARATION OF COMPLIANCE TO THE TEXAS STATE
LIBRARY AND ARCHIVES COMMISSION**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve the amended Records Management Policy and authorize the submittal of the Designation of Local Government Records Management Officer and the Declaration of Compliance to the Texas State Library and Archives Commission.

BACKGROUND

On July 21, 1992, the Commissioners Court, through Court Order #67489, established a countywide Records Management Program as required by Title 6, Subtitle C of the Local Government Code (The Local Government Records Act).

On April 14, 2009, the Commissioners Court, through Court Order #105327, amended the Records Management Program Policy to update position titles and department names, and delete provisions that no longer applied. The policy, which was filed with the Director and Librarian of the Texas State Library as required, states that the Senior Manager of Records Information Management, or its subsequent classification title, in the Information Technology Department (ITD), and the successive holders of the position, shall serve as Records Management Officer (RMO) for Tarrant County. As provided by State law, each successive holder of the position shall file their name with the Director and Librarian of the Texas State Library within thirty (30) days of their initial designation.

With approval, the amended Records Management Policy will include the ITD Resource Supervisor as a position that may be designated to serve as the RMO for Tarrant County. In addition, Form SLR-504, designating James Castillo, ITD Resource Supervisor, as the Tarrant County Records Management Officer, and Form SLR-508, declaring compliance with the Records Scheduling Requirement of the Local Government Records Act, will be submitted to the Texas State Library and Archives Commission.

The Criminal District Attorney's Office reviewed these documents as to form.

FISCAL IMPACT

There is no fiscal impact associated with this item.

SUBMITTED BY:	Information Technology	PREPARED BY: APPROVED BY:	Jason Kucera Christopher Nchopa-Ayafor
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