

RESOLUTION NO. 8-13-24

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE POST OAK SAVANNAH GROUNDWATER CONSERVATION DISTRICT DESIGNATING A RECORD RETENTION/MANAGEMENT OFFICER.

WHEREAS, The Texas Local Government Records Act (Title 6, Subtitle C, Local Government Code), provides that each local government must establish an active and continuing records management program; and the Post Oak Savannah Groundwater Conservation District desires to adopt a plan to prescribe policies and procedures consistent with the Local Government Records Act.

WHEREAS, the Board of Directors of the Post Oak Savannah Groundwater Conservation District ("District") desire to appoint and publicly identify a Record Retention/Management Officer in accordance with Section 203.001, Local Government Code.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE POST OAK SAVANNAH GROUNDWATER CONSERVATION DISTRICT:

1. Pursuant to Texas Local Government Code Section 203.001, the Board of Directors hereby appoints and designates a Record Retention/Management Officer for the Post Oak Savannah Groundwater Conservation District.
2. That the District Office Manager is designated as the Record Retention/Management Officer.
3. The Record Retention/Management Officer will serve as Records Management Officer for the District as provided by law and will 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 Local Government Records Act.
4. The Record Retention/Management Officer will ensure that appropriate records control schedules issued by the Texas State Library and Archives Commission shall be adopted for use by the District, as provided by law. The Record Retention/Management Officer shall prepare amendments to the schedules as needed to reflect new records created or received by this office, or revisions to retention periods established in a records retention schedule issued by the Commission. Any destruction of records of the District will be in accordance with these schedules and the Local Government Records Act.

PASSED AND APPROVED this _____ day of August, 2024

, Board President

ATTEST:

, Secretary