

CITY OF SEGUIN

RESOLUTION NO.:

STATE OF TEXAS

RESOLUTION OF THE CITY COUNCIL OF SEGUIN, APPROVING THE ADOPTION OF AN ELECTRONIC RECORD SYSTEM AS THE OFFICAL RECORD COPY FOR THE CITY OF SEGUIN; AND DECLARING AN EFFECTIVE DATE

WHEREAS, on March 19, 2019, the City Council approved an agreement with Compu-Data to begin scanning documents from the various city departments; and

WHEREAS, municipalities are allowed, under state law, to have their record data stored electronically either in addition to or instead of paper documents; and

WHEREAS, the first step in the process of using electronic copies as the official record copy is official adoption by the City Council; and

WHEREAS, the second step in the process will be the adoption of polices to establish the procedures and processes necessary to maintain electronic records for the required retention periods; and

WHEREAS, at a date in the near future, city staff will be bringing, for Council approval, a policies and procedures manual for managing electronic records.

NOW THEREFORE BE IT RESOLVED by the City Council of Seguin, Texas:

PART ONE. The City Council of Seguin, Texas hereby adopts an Electronic Record System as the official record copy for the City of Seguin, Texas.

PART TWO. This Resolution is in effect from and after the date of its passage.

PASSED AND APPROVED THIS 7th DAY OF MAY 2019.

DON KEIL, MAYOR

ATTEST:

NAOMI MANSKI, CITY SECRETARY