

TO: Mayor and City Council Members
Doug Faseler, City Manager

FROM: Naomi Manski
City Secretary

DATE: April 11, 2019

On March 19, 2019 the City Council approved a document management agreement with Compu-Data to begin scanning documents from the various city departments. Last year the City of Seguin filed with the Texas State Library and Archives Commission form SLR 508, which authorizes the City to store electronically as long as we adhere to the standards outlined in TSLAC Bulletin B. Staff is requesting the Seguin City Council adopt an Electronic Record System as the official record copy for the City of Seguin. Our next step will be to establish policies and procedures to ensure that electronic records and any software, hardware, and/or documentation, including maintenance documentation, required to retrieve and read the electronic records are retained as long as the approved retention period. Staff will be bringing to City Council in the near future the policies and procedures manual.

Staff is requesting the adoption of an Electronic Record System as the official record copy. Should you have any questions please don't hesitate to give Shane McDaniel or me a call.

NM/

Cc: Shane McDaniel, IT Director
File