

ORDNANCE #2025-6

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BEASLEY, TEXAS, ADOPTING THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION RECORDS RETENTION SCHEDULES FOR LOCAL GOVERNMENTS; ESTABLISHING A RECORDS MANAGEMENT PROGRAM; AND DESIGNATING THE CITY SECRETARY AS THE RECORDS MANAGEMENT OFFICER; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT.

WHEREAS, the Texas Local Government Records Act requires each local government to establish a records management program and designate a Records Management Officer to oversee compliance with records retention requirements;

WHEREAS, the City of Beasley ("City") finds it in the best interest of the public to adopt the records retention schedules issued by the Texas State Library and Archives Commission (TSLAC) for use by all City departments and officials;

WHEREAS, the City designates the City Secretary to serve as the Records Management Officer and to implement and oversee the City's records management program in accordance with state law and the TSLAC schedules;

WHEREAS, the City previously adopted a records retention schedule by minute action in June, 2020, and now desires to update the form of adoption and clarify certain aspects of the previous adoption;

NOW, THEREFORE, be it ordained by the City Council that:

Section 1. The City hereby adopts the records retention schedules issued by the Texas State Library and Archives Commission for local governments, including but not limited to Local Schedules GR, EL, PS, PW, UT, and LC, and designates the City Secretary as the Records Management Officer for the City.

Section 2. **Repeal.** All ordinances or parts of ordinances inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

Section 3. **Severability.** In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Beasley, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

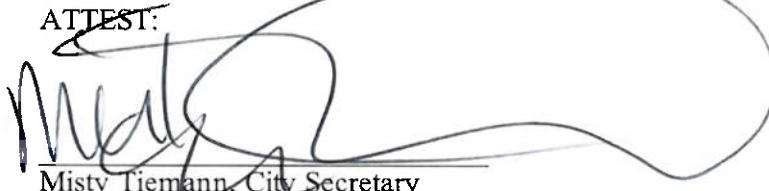
Section 4. **Publication and effective date.** This ordinance shall be effective immediately upon adoption and publication of this ordinance or a caption that summarizes the purpose of this ordinance and the penalty for violating this ordinance in every issue of the official newspaper for two days, or one issue of the newspaper if the official newspaper is a weekly paper, in accordance with Section 52.011 of the Local Government Code. -

PASSED, APPROVED and ADOPTED on this ____ day of August ____, 2025.

CITY OF BEASLEY, TEXAS



Kenneth Reid, Mayor

ATTEST:


Misty Tiemann, City Secretary