

MEMORANDUM

TO: Claire Powell, City Manager

FROM: Shanté Akafia, Assistant City Manager

DATE: April 21, 2025

SUBJECT: **Consideration of an Ordinance of the Lewisville City Council, Amending the Lewisville City Code Article VII, “Records Management,” Of Chapter 2, “Administration,” Of The Lewisville City Code, To Update The Records Management Program By Repealing And Replacing Sections 2-166 Through 2-200; Including Amending Definitions, Designation Of A Records Management Officer, Responsibilities Of Department Directors And Departmental Records Coordinators, And Procedures For The Physical Storage, Electronic Storage, And Disposition Of Records; Providing For A Repealer, Severability, An Effective Date, And Declaring An Emergency.**

BACKGROUND:

Originally adopted in 1990, the City’s Records Management Ordinance has not kept pace with the evolving needs of municipal operations, particularly in areas related to digital records and modern retention practices.

The Texas Local Government Records Act requires municipalities to implement formal records management programs that govern the creation, maintenance, retention, and proper disposition of public records. This ensures legal compliance, organizational efficiency, and the preservation of important government information.

ANALYSIS:

The proposed ordinance marks a substantial update to Lewisville’s records management framework, bringing it in line with current best practices. While most cities have moved to hybrid systems that manage both physical and digital records, Lewisville’s existing ordinance lacks the structure to support this approach. This update addresses that gap by introducing clear, modern definitions—particularly around electronic storage, records control schedules, and vital records—that remove ambiguity and better reflect today’s standards. It also outlines the responsibilities of key personnel, including the Records Management Officer, Department Directors, and Departmental Records Coordinators, to promote accountability and ensure consistent practices across all departments.

CITY STAFF’S RECOMMENDATION:

That the City Council approve the ordinance as set forth in the caption above.