

ORDINANCE NO. _____

AN ORDINANCE OF THE LEWISVILLE CITY COUNCIL AMENDING 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.

WHEREAS, the City Council of the City of Lewisville has determined that it is in the best interest of the City of Lewisville to update its records management program to ensure compliance with the law, assist in the orderly handling of public records, and to provide clarity of staff responsibilities.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEWISVILLE, TEXAS:

SECTION 1. Chapter 2, Article VII, "Records Management," is hereby repealed and replaced with the language set forth in Exhibit A of this Ordinance.

SECTION 2. REPEALER. Every ordinance or parts of ordinances found to be in conflict herewith are hereby repealed.

SECTION 3. SEVERABILITY. If any section, sentence, clause, or phrase of this ordinance shall for any reason be held to be invalid, such decision shall not affect the validity of

the remaining sections, sentences, clauses, or phrases of this ordinance, but they shall remain in effect.

SECTION 4. EFFECTIVE DATE. This ordinance shall take effect and be in full force and effect from and after the date of its passage and publication as required by law.

SECTION 5. EMERGENCY. It being for the public welfare that this ordinance be passed creates an emergency and public necessity and the rule requiring this ordinance be read on three separate occasions be, and the same is hereby, waived and this ordinance shall be in full force and effect from and after its passage and approval and publication, as the law in such cases provides.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF LEWISVILLE, TEXAS, BY A VOTE OF ____ TO ____, ON THIS THE 21st DAY OF April, 2025.

APPROVED:

TJ Gilmore, MAYOR

ATTEST:

Jennifer Malone, ACTING CITY SECRETARY

APPROVED AS TO FORM:

Lizbeth Plaster, CITY ATTORNEY