

**TOWN OF POETRY, TEXAS
ORDINANCE NO. 2026-02-19-01**

**AN ORDINANCE OF THE TOWN OF POETRY, TEXAS, ADOPTING
A RECORDS MANAGEMENT PROGRAM; PROVIDING A
REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE;
AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Town Council of the Town of Poetry, Texas, finds and determines that The Town must adopt a records management program to provide methods and procedures to enable the council, custodians, and the records management officer to fulfill the duties and responsibilities required by law concerning the management and preservation of records; and

WHEREAS, The Texas Local Government Records Act (Title 6, Subtitle C, Local Government Code), provides that each local government must establish an active and continuing records management program; and the Town desires to adopt a plan to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF POETRY, TEXAS THAT:

SECTION 1. DEFINITION OF RECORDS OF THE TOWN OF POETRY. All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information-recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the Town or any of its officers or employees pursuant to law or in the transaction of public business, are declared to be the records of the Town of Poetry, and shall be created, maintained, and disposed of in accordance with the provisions of this ordinance or procedures authorized by it and in no other manner.

SECTION 2. RECORDS DECLARED PUBLIC PROPERTY. All records as defined in Section 1 of this Ordinance are declared to be the property of the Town of Poetry. No official or employee of the Town has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled

them. The unauthorized destruction, removal from files, or use of such records is prohibited.

SECTION 3. POLICY. It is declared to be the policy of the Town to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of this office through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act and accepted records management practice. This policy shall apply to all employees, agents, independent contractors, and volunteers of the Town.

SECTION 4. RECORDS MANAGEMENT OFFICER. The Town Secretary will serve as Records Management Officer for the Town as provided by law and will develop policies and procedures to ensure that the maintenance, preservation, security, destruction, electronic storage, and other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act.

SECTION 5. RECORDS CONTROL SCHEDULES. Appropriate records control schedules issued by the Texas State Library and Archives Commission shall be adopted by the Records Management Officer for use in the Town, as provided by law. The Records Management Officer shall prepare amendments to the schedules as needed to reflect new records created or received by this office, or revisions to retention periods established in a records retention schedule issued by the Commission. Any destruction of records of the Town will be in accordance with these schedules and the Local Government Records Act.

SECTION 6. All provisions of the ordinances of the Town of Poetry in conflict with the provisions of this Ordinance be and the same are hereby repealed, and all other provisions of the ordinances of the Town of Poetry not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 7. That should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the

same shall not affect the validity of this ordinance as a whole, or any part or provision hereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the ordinances of the Town as a whole.

SECTION 8. That this ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law in such cases provides.

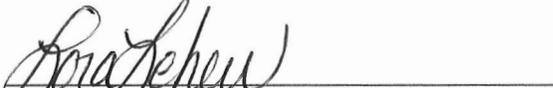
DULY PASSED by the Town Council of the Town of Poetry, Texas, on the _____ 19th _____ day of _____ February _____, 2026.

APPROVED:



MAYOR

ATTEST:



TOWN DEPUTY SECRETARY

APPROVED AS TO FORM:



TOWN ATTORNEY

