



**TO:** ICRC Members

**FROM:** Jannette Goodall *JSG*

**DATE:** June 21, 2021

**RE:** Records Management Responsibilities

In addition, to all of the other requirements of Texas Open Meetings Act and Public Information Act; as public officials you are also required to comply with the Local Government Records Act. The Local Government Records act governs how and for how long governmental entities retain records. One of the duties of the City Clerk is to serve as the Records Management Officer for the City and we are here to assist.

Documents of the Commission are managed two ways:

1. Board and Commission Information Center (BCIC) manages all meeting documents including agendas, meeting materials, minutes, audio/video records, etc. are available 24-7 for public access. All documents posted to the BCIC are imported into the City's Document Management System which ensures they are protected from unauthorized alteration, deletion and are preserved for historical purposes.
2. Working files maintained by individual Commission Members including material that you collect or research
  - a. Any document to be share with your Commissioners should be provided to the staff liaison for distribution and/or posting to the Commission's website as appropriate.
  - b. For other material that are collected including any documents retain in the individual Commissioner's files should be retained until the Commission completes the final report. At which time, the Clerk's Office will work with the staff liaison to coordinate collecting the Commissioner's individual files to place in storage for preservation. Those records will be retained until the end of the Commission's term of office following which Clerk's Office will coordinate with the Austin History Center to conduct an archival appraisal of the documents for preservation. Supplies will be provided through the staff liaison.
3. The Commission's final report on the district boundaries should be filed with City Clerk's Office. Copies of the report can be addressed to Mayor and Council and can be distributed either through the staff liaison or the City Clerk's Office. The final report will also be posted to the Commission's BCIC webpage for public access.