

TOWN OF FLOWER MOUND, TEXAS

ORDINANCE NO. 16-21

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF FLOWER MOUND, TEXAS, REPEALING ORDINANCE NO. 43-88, AND NO. 33-89 IN THEIR ENTIRETY, ADOPTING REGULATIONS RELATING TO RECORDS MANAGEMENT, INCLUDING THE RECORDS MANAGEMENT PROGRAM AND THE DISASTER PREVENTION AND RECOVERY PLAN FOR TOWN RECORDS, PROVIDING A REPEALER CLAUSE; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF OTHER ORDINANCE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Title 6, subtitle C, Texas Local Government Code (Local Government Records Act) provides that a municipal government must establish by Ordinance an active and continuing Records Management Program (RMP) to be administered by a Records Management Officer (RMO), and as described in Exhibit A; and

WHEREAS, the Town of Flower Mound desires to update the Town policies and procedures consistent with the Local Government Records Act and in the interests of efficient recordkeeping; and

WHEREAS, the establishment of uniform standards and procedures is essential in the handling of Town records; and

WHEREAS, the RMO shall establish a Disaster Prevention and Recovery Plan (DPRP) for Town Records to preserve and protect essential and permanent records, which includes establishing records handling procedures in the event of a disaster, and as described in Exhibit B.

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

SECTION 1

That the Ordinances of the Town of Flower Mound, Chapter 2, (Administration), Article IX (Public Records), Division 2 (Records Management Administration) and Division 3 (Records Management and Preservation Program), created by Ordinance No. 43-88 and No. 33-89, shall be repealed in it's entirely and replaced by a new Division 2 as follows:

DIVISION 2. - RECORDS MANAGEMENT

Sec. 2-471. - Definitions

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Term	Definition
a. Custodian of Records	Town Secretary or Designee.
b. Department	A Town Department, or the functional equivalent that provides specific responsibilities for Town operations.
c. Department Head	The officer or employee who is in charge of a Town Department.
d. Division	A subsection of a Town Department.

Term	Definition
e. Essential Record	Any Town record necessary for the resumption or continuation of Town operations in the event of an emergency or disaster, and for the re-creation of the Town's legal and financial status, or for the protection and fulfillment of its obligations.
f. Librarian	The Director/Librarian, Texas State Library and Archives Commission.
g. Permanent Record	A Town record identified on the records control schedule that has a retention period of permanent.
h. Record	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, created or received by any of its officers or employees in the transaction of public business.
i. Records Control Schedule	A document prepared by or under the authority of the RMO listing the records maintained by the Town, their retention periods, and other records disposition information.
j. Records Disposition	The removal of a Town record from a Department/Division or from an inactive records storage center, regardless of its medium, that has passed its minimum legal retention period and no longer has value to the Town.
k. Records Liaison	The person designated under Section 9 of this Ordinance.
l. Records Management	Providing for efficient, economical and effective controls over the creation, distribution, organization, maintenance, use, disposition, training, and preservation of records. The term includes: <ul style="list-style-type: none"> <li data-bbox="618 1220 1487 1251">a. The development of records retention and disposition schedules. <li data-bbox="618 1272 1487 1335">b. The management of manual, micrographic, electronic, and other records storage systems. <li data-bbox="618 1356 1317 1388">c. The protection of essential and permanent records. <li data-bbox="618 1409 1455 1440">d. The economical and space-saving storage of inactive records. <li data-bbox="618 1461 1487 1524">e. The control over the creation and distribution of forms, reports, and correspondence.
m. Records Management Officer (RMO)	The Town Secretary under Local Government Code 203.025, as amended.
n. Records Management Program (RMP)	The program developed under Section 6 of this Ordinance.
o. Retention Period	The minimum amount of time required to keep records before eligible for destruction.

	Term	Definition
p.	Texas Open Records Act	The Public Information Act in Chapter 552 of the Texas Government Code, as amended.
q.	Texas State Library and Archive Commission (TSLAC) (Commission)	An organization that provides an infrastructure for managing state and local public records.
r.	Town	Town of Flower Mound, Texas.

Sec. 2-472. – Town records public property

All Town records as defined in Section 2 of this Ordinance are to be the property of the Town. No Town official or employee has, by virtue of their position, any personal or property right to such records even though they may have created or compiled them. Files shall not be destroyed or removed without authorization, and in accordance with the Records Management Program (RMP).

Sec. 2-473. - Policy

It is 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 through a comprehensive records management system that is consistent with the requirements of the Local Government Records Act and accepted records management practices. This policy applies to all employees, agents, independent contractors, and volunteers of the Town.

Sec. 2-474. – Designation of Records Management Officer (RMO)

The Town Secretary, and the successive holders of said office, shall serve as the RMO for the Town.

Sec. 2-475. - Records Management Program (RMP) to be developed; Approval of program; Authority of program

- a. The RMO shall develop a RMP for Town records for submission to the Town Council. The RMP must contain policies and procedures designed to effectively and efficiently manage Town records, including the preservation of records with a permanent and historical value. The design of the RMP must allow the RMO to effectively perform their duties in accordance with state law and this Ordinance.
- b. Once approved by the Town Council the RMP shall be binding on all departments, boards, commissions, committees, or similar entities of the Town, and records shall be created, maintained, or disposed of in accordance with the RMP.

Sec. 2-476. – Duties of Records Management Officer

In addition to other duties assigned by Ordinance or state law, the RMO shall:

- a. Administer the Town’s RMP and provide advice and assistance to Department Heads and Records Liaisons in its implementation.
- b. Recommend and prepare for review by the records management policy committee, requirements, policies, and procedures for the RMP.

- c. Serve as the Town's liaison for the TSLAC Librarian for RMP requirements.
- d. Review and submit for approval of the Town Council records retention and disposition schedules for the Town.
- e. In cooperation with Department Heads and Records Liaisons, identify essential records and ensure availability of those records in order to re-establish operations quickly.
- f. Monitor records retention schedules and administrative rules issued by the TSLAC to ensure the RMP remains compliant with state regulations, and disseminate information concerning state laws and administrative rules related to Town records to Department Heads and Records Liaisons.
- g. File a written certification of compliance with the TSLAC Librarian stating that the Town has adopted a records retention and disposition schedule, or an amended schedule that meets minimum requirements adopted by the TSLAC, in lieu of filing the records retention and disposition schedule with the Librarian.
- h. File any revisions to the RMP with the TSLAC Librarian within 30 days after adoption as required by state law.
- i. Direct and assist Records Liaisons and other personnel in the conduct of records audits or inventories as warranted.
- j. Conduct surveys, interviews, and inspect and review departmental records policies, to ensure compliance with the RMP and state law, including Texas Administrative Code Title 13, Section 7.164 (required minimal storage conditions) for permanent records.
- k. Inform the Town Manager of noncompliance by Department Heads or other personnel with the requirements, policies, and procedures of the RMP or state law.
- l. Develop procedures to ensure the permanent preservation of the historically valuable records of the Town, in coordination with the Records Management Coordinator or the Records Management Policy Committee.
- m. Provide the resources necessary for the management of Town records to all employees, including uniform standards and efficient controls over the creation, identification, appraisal, maintenance, protection, preservation, transfer, retention, and disposition of Town records, and all applicable forms.
- n. Create policies to address records requirements and needs as technology evolves.
- o. Maintain confidentiality of information in records to which access is restricted by law.

Sec. 2-477. – Duties and responsibilities of department heads

Every Department Head shall:

- a. Cooperate with the RMO in executing the RMP, DPRP, and this Ordinance in a way that is both efficient and economical for the management of records.
- b. Designate a Records Liaison(s) within their offices and provide the RMO the name(s) of such designee(s). Persons designated as Records Liaisons must report directly to the Department Head on matters relating to the RMP and should have full access to all files in their Department or Division.
- c. Document the transaction of government business and the services, programs, and duties for which the Department Head and their staff are responsible.

- d. Maintain the records in their department and be responsible for records transfers and dispositions, and other activities within their areas of responsibility, in coordination with the designated Records Liaison(s), and in accordance with the RMP and this Ordinance.
- e. Be prepared to appear in court in response to the Town being served a subpoena regarding records that were created or received by the department or division for which they are the legal custodian, or to complete an Affidavit of Authenticity to that effect, as applicable. Department Heads may also select a designee for this purpose.

Sec. 2-478. – Duties and responsibilities of records liaisons

The Records Liaison(s) in each Department or Division is responsible for coordinating with the RMO or Records Management Coordinator to ensure that provisions of the RMP are complied with. This responsibility shall include:

- a. Promoting the RMP and serve as the primary resource on records information within their Department or Division.
- b. Overseeing the application of records schedules within the Department or Division and coordinating with the RMO or Records Management Coordinator for proper records handling procedures, including the filing and disposition of records, and use of all applicable forms.
- c. Working with the Records Management Coordinator in gathering records within their Department or Division for Public Information Requests, litigation, or other requests as warranted, and in accordance with state law.
- d. Coordinating with the RMO to ensure the Legislative Services Department is provided an original copy of all records involving Town Council approval.
- e. Informing the RMO if there are space limitations for records storage, or any other records needs.
- f. Serving on the Records Management Policy Committee and Disaster Recovery Team, as applicable.
- g. Duties and responsibilities that may be imposed by law, and to protect the confidentiality of information for records by which access is restricted by law.

Sec. 2-479. – Records control schedules

- a. The TSLAC Records Retention and Disposition Schedules, and as amended, shall serve as the Town's official record control schedule. Any destruction of Town records will be in accordance with the adopted schedules, the Local Government Records Act, and state law. These schedules constitute full authority for the RMO to destroy, transfer, image, microphotograph, or take other actions noted therein with regard to the retention and disposition of Town records.
- b. The RMO will file with the TSLAC written certification of compliance that the Town has adopted all applicable records control schedules, as updated and amended, by the Commission.

Sec. 2-480. – Implementation of records control schedules; Destruction of records under schedule

- a. A records control schedule for a Department that has been approved and adopted under Section 10 shall be implemented by Department Heads and Records Liaison(s) according to the policies and procedures of the RMP.
- b. A record whose retention period has expired on a records control schedule shall be destroyed unless an open records request is pending on the record, the subject matter of the record is pertinent to a pending law suit, or if the Department Head provides, in writing to the RMO, an acceptable explanation as to why the record be retained for an additional period.
- c. Prior to the destruction of a record under an approved records control schedule, authorization for the destruction must be obtained from the Department Head responsible for the record.

Sec. 2-481. – Destruction of unscheduled records

Prior to the destruction of a record not listed in the approved records control schedule, authorization must be obtained by the RMO from the Department Head responsible for the record.

Sec. 2-482. – Method of destruction

Except when restricted by state law, a Town record may be destroyed by burning, shredding, pulping, burial in a landfill, or recycled.

Sec. 2-483. – Personal liability

The custodian of Town records, RMO, or other officer or employee of the Town may not be held personally liable for the destruction of a Town record if the destruction is in compliance with this Ordinance and state law.

Sec.2-484. – Penalty: Destruction or alienation of a record

An officer or employee of the Town commits an offense if the officer or employee knowingly or intentionally violates this Ordinance, state law, or rules adopted under it by destroying or alienating a Town record, or by intentionally failing to deliver records to a successor in office.

Any person violating any of the provisions of this Ordinance; shall be deemed guilty of a misdemeanor, and upon conviction, will be fined a sum not to exceed Two Hundred Dollars (\$200.00) for each offense and a separate offense shall be deemed committed for each day thereafter in which a violation occurs or continues.

Sec. 2-485. – Application for public information

Records shall be released to the public in accordance with the Texas Open Records Act (Chapter 552 of the Texas Government Code, as amended).

Sec. 2-486. – Disaster Prevention and Recovery Plan (DPRP)

- a. The RMO shall develop a DPRP for Town records for submission to the Town Council. The program must contain policies and procedures designed to protect the essential records of the Town.

- b. Once approved by the Town Council, the DPRP shall be binding on all offices, departments, divisions, programs, commissions, bureaus, boards, committees, or similar entities of the Town.

SECTION 2

All Ordinance or parts of Ordinances of the Town in conflict with or inconsistent with this Ordinance are repealed to the extent of the conflict or inconsistency including but not limited to Ordinance No's. 43-88, and 33-89 which are repealed in their entirety.

SECTION 3

This Ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the Town of Flower Mound, Texas, as amended, except when the provisions of this Ordinance are in direct conflict with the provisions of such ordinances and such code, in which event the conflicting provisions of such ordinances and such code are hereby repealed.

SECTION 4

It is hereby declared to be the intention of the Town Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any section, paragraph, sentence, clause, or phrase of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining sections, paragraphs, sentences, clauses, and phrases of this Ordinance, since the same would have been enacted by the Town Council without the incorporation in this Ordinance of any such unconstitutional section, paragraph, sentence, clause or phrase.

SECTION 5

This Ordinance shall be in full force and effect from and after the date of its passage and publication as required by law, and it is so ordained.

DULY PASSED AND APPROVED BY THE TOWN COUNCIL OF THE TOWN OF FLOWER MOUND, TEXAS, ON THIS THE 5TH DAY OF APRIL, 2021.

APPROVED:

Steve Dixon

Steve Dixon, MAYOR

ATTEST:

Theresa Scott

Theresa Scott, TOWN SECRETARY

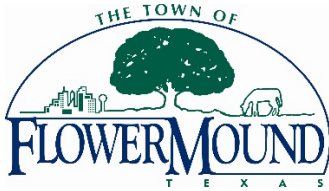


EXHIBIT A

TOWN OF FLOWER MOUND RECORDS MANAGEMENT PROGRAM

Contents

1.0	INTRODUCTION	8
2.0	DEFINITIONS	9
3.0	POLICY STATEMENT	11
4.0	RECORDS MANAGEMENT PROGRAM	11
4.1	Objectives	11
4.2	Purpose.....	11
4.3	Authority.....	12
5.0	RESPONSIBILITIES IN THE RECORDS MANAGEMENT PROGRAM (RMP)	12
5.1	Mayor and Town Council.....	12
5.2	Employees/Custodians.....	12
5.3	Records Management Officer (RMO)	12
5.4	Department Heads	13
5.5	Records Liaisons.....	14
6.0	ELECTRONIC RECORDS.....	14
6.1	Standards and Procedures.....	14
6.2	Electronic Mail (Email).....	15
7.0	ESSENTIAL RECORDS PROGRAM POLICY	15
8.0	OWNERSHIP AND CUSTODY OF TOWN RECORDS.....	15
9.0	RECORDS INVOLVED IN PUBLIC INFORMATION REQUESTS, PENDING LITIGATION, OR PENDING AUDITS.....	16
10.0	ESTABLISHMENT OF THE RECORDS MANAGEMENT POLICY COMMITTEE	16

1.0 INTRODUCTION

The Texas Local Government Records Act of 1989 (Title 6, Subtitle C, Local Government Code) requires that each local government, including municipalities, designate a Records Management Officer and establish a Records Management Program by ordinance, order, or resolution. This document must provide methods and procedures to enable the governing body, custodians, and the Records Management Officer to fulfill the duties and

responsibilities as described in [Local Government Code \(LGC\) Sections 203.021, 203.022, and 203.023](#) concerning the management of records.

2.0 DEFINITIONS

	Term	Definition
1.	Commission	The Texas State Library and Archives Commission (TSLAC).
2.	Custodian of Records	The Town Secretary or Town employees.
3.	Department	A Town Department, or the functional equivalent that provides specific responsibilities for Town operations.
4.	Department Head	The officer or employee who is in charge of a Town Department.
5.	Disaster	A sudden event, such as an accident or a natural catastrophe, that causes great damage, loss, or destruction.
6.	Disaster Plan	The Disaster Prevention and Recovery Plan for Town records that outlines preventative measures to avoid a disaster or to be used in the event of a disaster.
7.	Disaster Recovery Team	Any Town employee and/or volunteer who will be utilized to recover records in the event of a disaster.
8.	Disaster Team Manager	The Town Secretary.
9.	Division	A subsection of a Town Department.
10.	Employee	A person employed by the Town (full or part time).
11.	Essential Record	Any Town record necessary for the resumption or continuation of Town operations in the event of an emergency or disaster, and for the re-creation of the Town's legal and financial status, or for the protection and fulfillment of its obligations.
12.	Librarian	The Director/Librarian, Texas State Library and Archives Commission.
13.	Local Government Records Act	Title 6 (Records), Subtitle C (Records provisions applying to more than one type of local government), of the Texas Local Government Code, and includes the rules adopted by the commission under the Local Government Records Act.
14.	Medium	The form in which the record is available (e.g., paper, electronic, audio, video, etc.)
15.	Official	The Mayor, a member of the Town Council, a Municipal Court Judge (including a Substitute Judge), and a person appointed by the Mayor or the

Term	Definition
16. Original Record	Town Council to a Town board, commission, committee, task force, or other Town body. Only copy of a record to which no duplicates exist.
17. Permanent Record	A Town record identified on the records control schedule that has a retention period of permanent.
18. Record	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, created or received by any of its officers or employees in the transaction of public business.
19. Records Audit	The process of examining Town records to determine if they are accurate and in accordance with the RMP, and state law
20. Records Center	The primary facility used to provide centralized and secure storage for inactive and permanent Town records.
21. Records Control Schedule	A document prepared by or under the authority of the RMO listing the records maintained by the Town, their retention periods, and other records disposition information.
22. Records Disposition	The removal of a Town record from a Department/Division or from an inactive records storage center, regardless of its medium, that has passed its minimum legal retention period and no longer has value to the Town.
23. Records Inventory	The process of locating, identifying, and describing in detail the records of a Department.
24. Records Liaison	Any person(s) assigned this responsibility by the Department Head.
25. Records Management	Providing for efficient, economical and effective controls over the creation, distribution, organization, maintenance, use, disposition, training, and preservation of records. The term includes: <ul style="list-style-type: none"> <li data-bbox="846 1577 1446 1646">a. The development of records retention and disposition schedules. <li data-bbox="846 1650 1446 1751">b. The management of manual, micrographic, electronic, and other records storage systems. <li data-bbox="846 1755 1446 1824">c. The protection of essential and permanent records. <li data-bbox="846 1829 1446 1898">d. The economical and space-saving storage of inactive records.

Term	Definition
	e. The control over the creation and distribution of forms, reports, and correspondence.
26. Records Management Coordinator (RMC)	The position that is subject to the direction of the Town Secretary who performs records management duties.
27. Records Management Office (RMO)	The Town Secretary under Local Government Code, 203.025.
28. Records Management Policy Committee	The Town Secretary, Deputy Town Secretary/Records Management Coordinator, and Records Liaisons.
29. Records Management Program (RMP)	The requirements, policies, and procedures in place for managing Town records.
30. Records Control Schedule	A document prepared by or under the authority of the RMO listing the records maintained by the Town, their retention periods, and other records disposition information.
31. Retention Period	The minimum amount of time required to keep records before eligible for destruction.
32. Texas Open Records Act	The Public Information Act in Chapter 552 of the Texas Government Code.

3.0 POLICY STATEMENT

It is the policy of the Town to utilize a comprehensive system of procedures for the efficient and economical management of records, and consistent with the requirements of the Local Government Records Act, and accepted records management practices. This policy shall apply to all employees, agents, contractors, and volunteers of the Town.

4.0 RECORDS MANAGEMENT PROGRAM

4.1 Objectives

- a. To protect and maintain the records of the Town, including essential information in the event of a disaster.
- b. To ensure prompt and accurate retrieval of records regardless of medium.
- c. To ensure compliance with legal and regulatory requirements and to minimize litigation risks.

4.2 Purpose

- a. To identify all documents, thereby improving efficiency and productivity.
- b. To maintain Town records in a manner that reduces operating costs.
- c. To dispose of records in the normal course of business according to records retention schedules.

4.3 Authority

The RMP requirements, policies, and procedures are binding on all Town officers, employees, departments, offices, divisions, boards and commissions, task forces, ad hoc committees, and similar entities of the Town.

5.0 RESPONSIBILITIES IN THE RECORDS MANAGEMENT PROGRAM (RMP)

5.1 Mayor and Town Council

- a. Establish, promote, and support an active and continuing program for the efficient and economical management of all Town records.
- b. Cause policies and procedures to be developed for the administration of the RMP under the direction of the RMO.
- c. Facilitate the creation and maintenance of local government records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the Town and designed to furnish the information necessary to protect the legal and financial rights of the town, the state, and persons affected by the activities of the Town.
- d. Be subject to the same duties and responsibilities required of a Department regarding records and any policy or procedure established by Ordinance or state law.
- e. Cooperation with the Commission in its conduct of statewide records management surveys.

5.2 Employees/Custodians

All Town employees (also known as custodians) shall:

- a. Be responsible for properly managing records that were created or received during the course of daily operations for which they serve as the custodian.
- b. Utilize available resources, and coordinate with the Department/Division Records Liaison or the RMO for instructions regarding the proper care of Town records.
- c. Notify the RMO immediately should they observe or suspect actual or potential damage to Town records
- d. Cooperate with the RMO in carrying out the policies and procedures established by the Town for the efficient and economical management of records.
- e. Adequately document the transaction of Town business and the services, programs, and duties for which the custodian and the custodian's staff are responsible

5.3 Records Management Officer (RMO)

In addition to other duties assigned by Ordinance or state law, the RMO shall:

- a. Administer the Town's RMP and provide advice and assistance to Department Heads and Records Liaisons in its implementation.
- b. Recommend and prepare for review by the records management policy committee, requirements, policies, and procedures for the RMP.

- c. Serve as the Town's liaison for the TSLAC Librarian for RMP requirements.
- d. Review and submit for approval of the Town Council records retention and disposition schedules for the Town.
- e. In cooperation with Department Heads and Records Liaisons, identify essential records and ensure availability of those records in order to re-establish operations quickly.
- f. Monitor records retention schedules and administrative rules issued by the TSLAC to ensure the RMP remains compliant with state regulations, and disseminate information concerning state laws and administrative rules related to Town records to Department Heads and Records Liaisons.
- g. File a written certification of compliance with the TSLAC Librarian stating that the Town has adopted a records retention and disposition schedule, or an amended schedule that meets minimum requirements adopted by the TSLAC, in lieu of filing the records retention and disposition schedule with the Librarian.
- h. File any revisions to the RMP with the TSLAC Librarian within 30 days after adoption as required by state law.
- i. Direct and assist Records Liaisons and other personnel in the conduct of records audits or inventories as warranted.
- j. Conduct surveys, interviews, and inspect and review departmental records policies, to ensure compliance with the RMP and state law, including Texas Administrative Code Title 13, Section 7.164 (required minimal storage conditions) for permanent records.
- k. Inform the Town Manager of noncompliance by Department Heads or other personnel with the requirements, policies, and procedures of the RMP or state law.
- l. Develop procedures to ensure the permanent preservation of the historically valuable records of the Town, in coordination with the Records Management Coordinator or the Records Management Policy Committee.
- m. Provide the resources necessary for the management of Town records to all employees, including uniform standards and efficient controls over the creation, identification, appraisal, maintenance, protection, preservation, transfer, retention, and disposition of Town records, and all applicable forms.
- n. Create policies to address records requirements and needs as technology evolves.
- o. Maintain confidentiality of information in records to which access is restricted by law.

5.4 Department Heads

Every Department Head shall:

- a. Cooperate with the RMO in executing the RMP, DPRP, and this Ordinance in a way that is both efficient and economical in the management of records.
- b. Designate a records liaison(s) within their offices and provide the RMO the names of such designee(s). Persons designated as Records Liaisons must report directly to the Department Head on matters relating to the RMP and should have full access to all files in their Department or Division.

- c. Document the transaction of government business and the services, programs, and duties for which the Department Head and their staff are responsible.
- d. Maintain the records in their department and be responsible for records transfers and dispositions, and other activities within their areas of responsibility, in coordination with the designated Records Liaison(s), and in accordance with the RMP and this Ordinance.
- e. Be prepared to appear in court in response to the Town being served a subpoena regarding records that were created or received by the department or division for which they are the legal custodian, or to complete an Affidavit of Authenticity to that effect, as applicable. Department Heads may also select a designee for this purpose.

5.5 Records Liaisons

The Records Liaison(s) in each Department or Division is responsible for coordinating with the RMO or Records Management Coordinator to ensure that provisions of the RMP are complied with. This responsibility shall include:

- a. Promoting the RMP and serve as the primary resource on records information within their Department or Division.
- b. Overseeing the application of records schedules within the Department or Division and coordinating with the RMO or Records Management Coordinator for proper records handling procedures, including the filing and disposition of records, and use of all applicable forms.
- c. Working with the Records Management Coordinator in gathering records within their Department or Division for Public Information Requests, litigation, or other requests as warranted, and in accordance with state law.
- d. Coordinating with the RMO to ensure the Legislative Services Department is provided an original copy of all records involving Town Council approval.
- e. Informing the RMO if there are space limitations for records storage, or any other records needs.
- f. Serving on the Records Management Policy Committee and Disaster Recovery Team, as applicable.
- g. Duties and responsibilities that may be imposed by law, and to protect the confidentiality of information for records by which access is restricted by law.

6.0 ELECTRONIC RECORDS

6.1 Standards and Procedures

Employees are encouraged to create and store records electronically to the extent possible, and within the procedures of the RMP. Consult with the RMO or IT Division to determine if the program or application Town records are created or stored in are acceptable for long-term storage needs.

Data of permanent value for any Town record whose retention period is at least ten years on the Town's adopted records retention schedule must be saved on the Town's server or other method approved by the Town's IT Division.

All employees must adhere to the IT Policies and Procedures as described in the Town's Personnel and Administrative Regulations Manual (PARM).

6.2 Electronic Mail (Email)

The retention requirements are the same for emails as paper correspondence. The content of the email will determine the retention period.

Refer to the Town's official [retention schedule](#) to determine what emails (correspondence or information) you need to keep and how long.

When an employee leaves, the IT Division secures and archives email records of former employees in accordance with the Town's retention schedule.

7.0 ESSENTIAL RECORDS PROGRAM POLICY

Records essential to the survival of the Town must be identified for protection from destruction in the event of a disaster as part of the RMP.

Each Department will determine which records in their area contain essential information needed for continued operations should a disaster occur and by which method those records will be protected, in accordance with the RMP.

8.0 OWNERSHIP AND CUSTODY OF TOWN RECORDS

- a. Every Town record is the property of the Town. No Town officer or employee has, by virtue of their position, any personal or property right to a Town record even though they may have developed or compiled the record. The unauthorized alteration, destruction, deletion, or file removal of a Town record is prohibited.
- b. A Town record will not be sold, loaned, donated, destroyed, or alienated from the Town's custody, unless one of the following applies:
 - A district court issues an expunction order pursuant to state law.
 - After the expiration of the record's retention period under the local government's records control schedule and authorized by the RMO or the Records Management Coordinator.

This subsection does not apply to a Town record that is temporarily transferred to a contractor for purposes of microfilming, duplication, conversion to electronic media, restoration, or a similar records management and preservation procedure if the transfer is authorized by the RMO or Records Management Coordinator.

- c. A Town record created or received by a Department will remain in the custody of the Department personnel (legal custodian), except when transferred into the archival custody of the records center. However, this does not relinquish the responsibility for the care, preservation, or legal disposition by the legal custodian, as guardian of the record.
- d. An original Town record may not leave the custody of the Department by a member of the public.
- e. Every officer or employee will deliver to their Department Head, or any successor, all Town records pertaining to the office held.
- f. The records center will have legal and physical custody of a Town record belonging to any defunct Department that does not have a named successor.

9.0 RECORDS INVOLVED IN PUBLIC INFORMATION REQUESTS, PENDING LITIGATION, OR PENDING AUDITS

The destruction of a Town record involved in a public information request, pending litigation, or a pending audit is prohibited, even if authorized by an approved records retention and disposition schedule.

10.0 ESTABLISHMENT OF THE RECORDS MANAGEMENT POLICY COMMITTEE

A Records Management Policy Committee consisting of the Records Liaisons and the Deputy and Town Secretary is established and shall:

- a. Review and provide input on policy and procedural recommendations submitted by the RMO and assist in establishing other requirements.
- b. Review the RMP as necessary and propose changes and improvements.
- c. Actively support and promote the RMP throughout the Town.
- d. Review Town-wide and Departmental policies necessary to ensure compliance with the RMP and state law.



EXHIBIT B

Disaster Prevention & Recovery Plan for Town Records

It is the intent of the Town of Flower Mound to preserve and protect essential and permanent records, which includes establishing preventative measures and records handling procedures in the event of a disaster.

Contents

1.0	Purpose.....	18
2.0	Departments Affected.....	18
3.0	Distribution	18
4.0	Policy	18
5.0	General	18
6.0	Definitions	19
7.0	Disaster Prevention	20
8.0	Preventative Measures.....	20
9.0	Responsibility/Authority	22
10.0	Disaster Recovery	24
11.0	Procedures.....	27
12.0	Stabilization, Restoration, Recovery by Medium.....	28
	APPENDIX A	31
	APPENDIX B	32
	APPENDIX C	35
	APPENDIX D	36

1.0 PURPOSE

This administrative regulation outlines policies and procedures for safeguarding and preserving Town records in the event of a disaster.

2.0 DEPARTMENTS AFFECTED

All Departments and Divisions.

3.0 DISTRIBUTION

All staff with assigned or potential responsibility in the handling and recovery of records in the event of a disaster.

4.0 POLICY

In disasters involving extensive damage to facilities and equipment and presenting risks to personnel, the Town gives priority to the safety and security of personnel and facilities. Once safe, the Records Disaster Recovery Team will begin the recovery and reconstruction process by first recovering those Town records identified as essential to the Town operations and obligations and will protect them through duplication and storage in off-site locations. Records Identified as important due to their informational content, uniqueness, historical value, and the perishability of the medium they were created on will then be protected. All other records remaining will be prioritized accordingly.

5.0 GENERAL

This Disaster Prevention and Recovery Plan (DPRP) provides the necessary steps and procedures to mitigate and repair the effects from major natural disasters, including tornado, fire, flood, or damage from other causes, such as chemical contamination, or insect, rodent, or fungal infestation, for the recovery of essential and important Town records.

The processes outlined focus mainly on the recovery of water-damaged records because 95% of all disasters result in water damage, and mold causes additional damage, so swift action is necessary.

Records considered essential to the Town operations, along with those of important informational content, historical value, or uniqueness, are the focus of the recovery efforts outlined in this DPRP. The method for determining this is through the record's appraisal process, which includes a review of the Town's official retention schedule. All Department Heads or Records Liaisons are required to submit to the RMO an itemized list of essential records in their departments.

6.0 DEFINITIONS

Term	Definition (means)
1. Custodian of Records	Town Secretary or Employee.
2. Department	A Town Department, or the functional equivalent that provides specific responsibilities for Town operations.
3. Department Head	The officer or employee who is in charge of a Town Department.
4. Disaster Prevention & Recovery Plan (DPRP)	Document that will be used to dictate proper handling of Town records and appropriate action to be taken in the event of a disaster.
5. Disaster Recovery Team (DRT)	Employees or volunteers that will be utilized in the event of a disaster and as further defined in Section 9.
6. Disaster Team Leader (DTL)	Town Secretary.
7. Disaster	A sudden event, such as an accident or a natural catastrophe, that causes great damage, loss, or destruction.
8. Division	A subsection of a Town Department.
9. Electronic Record	Any information that is recorded in a form for computer processing.
10. Electronic Storage	The maintenance of records in the form of digital electronic signals on a computer hard disk, magnetic tape, optical disk, or similar machine-readable medium.
11. Employee	A person employed by the Town (full or part time).
12. Essential Record	Any Town record necessary to the resumption or continuation of Town operations in an emergency or disaster, to the re-creation of the legal and financial status of the Town, or to the protection and fulfillment of obligations to the Town.
13. Information Technology (IT)	A Town Division that provides computing resources and network access to employees.
14. Permanent Record	A Town record for which the retention period on a records control schedule is given as permanent.
15. Professional Consultant	A company that has been pre-determined to meet the qualifications necessary for the proper handling of records.
16. Record	All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information-

Term	Definition (means)
	recording media, regardless of physical form or characteristic, created or received by any of its officers or employees in the transaction of public business.
17. Records Control Schedule	A document prepared by or under the authority of the RMO listing the records maintained by the Town, their retention periods, and other records disposition information.
18. Record Copy	A duplicate of the original signed document or a digital scan of the original.
19. Records Management Coordinator (RMC)	The position that is subject to the direction of the Town Secretary who performs records management duties.
20. Records Management Officer (RMO)	The Town Secretary under Local Government Code, 203.025.
21. Redundant Backup Server	Electronic storage equipment located away from the main server for retrieval in the event of a catastrophe to allow Town operations to resume.
22. Town	Town of Flower Mound, Texas.

7.0 DISASTER PREVENTION

Protective measures are to be followed and evaluated regularly to ensure appropriate levels of protection are in place for Town records.

8.0 PREVENTATIVE MEASURES

- 8.1 Town employees shall handle permanent and essential records that they prepare in the following manner:
 - a. Store in compliance with [Texas Administrative Code Title 13, Section 7.164](#) (required minimal storage conditions).
 - b. Follow approved retention periods to ensure the timely destruction/deletion of obsolete records.
- 8.2 The Department Head is responsible for emphasizing the importance of locking windows and doors where records are maintained.
- 8.3 The Department Head will maintain strict control of all building keys, codes, and electronic key cards. If a key or keycard is lost or stolen, they will request that the keycard is disabled or the locks changed.
- 8.4 Staff shall maintain strict supervision of non-staff who enter the building, including cleaners and maintenance workers.

Specific Media Formats

Electronic format

- 8.5 Data must be backed up on a regular schedule throughout the day and replicated to an off-site redundant backup server located a safe distance from Town Hall. This server is recommended to be in a location equipped to withstand catastrophic events, allowing for the rapid recover of records and software applications in the case of widespread devastation.
- 8.6 All electronic systems are to be stored off the floor to avoid damage in the case of a flood.
- 8.7 Computer passwords should not be shared with any other employee or non-employee.
- 8.8 Records with a retention period of at least ten years must be saved on the Town's server (e.g., shared drive, designated server, etc.), within a program that has backup storage capabilities, or other method as approved by the IT Department.
- 8.9 All employees and elected officials will complete state mandated annual cybersecurity training.

Paper

- 8.10 Do not use water-soluble marking pens for the creation of records. Handwritten entries in logbooks or other records that have long-term or historical value should be made in permanent ink to prevent loss of information through damage or fading.
- 8.11 Store shelving units or filing cabinets off the floor to avoid damage in case of a flood.
- 8.12 Keep paper records in file cabinets or drawers when not in use.
- 8.13 Create a unique way to identify filing cabinets that hold essential records.

Photographs and negatives (including aerial photos)

- 8.14 Store negatives and photographs separately.
- 8.15 Do not expose photographs or negatives to direct sunlight.
- 8.16 Use lint-free cotton gloves when handling original photos and negatives.
- 8.17 Store photographs and negatives individually in a paper or plastic enclosure (polyester, polyethylene, or polypropylene). Keep in cool dry place away from overhead steam or water pipes, washrooms, or other sources of water.
- 8.18 Do not use manila envelopes, glassine envelopes, polyvinylchloride, rubber bands, paper clips, bulldog clips, ACCO fasteners, etc.
- 8.19 Never write on the back of a photograph with anything but a pencil.

Maps (including architectural drawings)

- 8.20 Avoid storing maps and drawings in areas exposed to heat or moisture.

9.0 RESPONSIBILITY/AUTHORITY

The DRT has the primary responsibility for the recovery of records in a disaster. The DRT consists of the Records Management Officer (Team Leader), Records Management Coordinator (Alternate Team Leader), and personnel from IT, Fire, Facility Services, Finance, and Records Liaisons from any Town department whose records have been damaged in a disaster. Volunteers may also be utilized depending on the nature of the disaster.

The Team Leader activates this DPRP when a preliminary assessment of conditions indicates its necessity. Once notified of the activation, all members of the DRT immediately assemble at the crisis site or an alternative location, as directed.

Records Liaisons are responsible for maintaining a list of essential records within their Department or Division.

Any employee that observes or suspects actual or potential damage to Town records has the responsibility to notify the RMO immediately.

Listed below are specific responsibilities of DRT members, including both general and post-disaster responsibilities.

9.1 Records Management Officer (Team Leader)

General Responsibilities

- 9.1.1 Refer to the DPRP before, during, and after a disaster and revise as necessary.
- 9.1.2 Make the DPRP available for all employees and provide training as needed.

Post-Disaster Responsibilities

- 9.1.3 Perform a preliminary assessment of the extent and types of damage to records as soon as possible.
- 9.1.4 Notify the DRT based on the severity of the damage and activate the DPRP as warranted.
- 9.1.5 Coordinate entire recovery effort.
- 9.1.6 Alert arriving personnel to potential hazards and work with Fire, Environmental and Facilities Services as needed to stabilize the environment and establish safe work areas for recovery operations.
- 9.1.7 Establish priorities for reconstructing and salvaging records.
- 9.1.8 Assemble and brief reconstruction and salvage teams, assigning specific tasks.
- 9.1.9 Supervise staff and administer exceptions to the DPRP.
- 9.1.10 Document the nature and extent of loss through written and photographic evidence regardless of the size or extent of damage.
- 9.1.11 Document the recovery process and keep a record of decisions made during the recovery process. This documentation will help later to reevaluate the DPRP or to verify which records were beyond recovery and were immediately destroyed.
- 9.1.12 Contact outside consultants and professional agencies as needed.

- 9.1.13 Keep management informed of the progress of recovery operation.
- 9.1.14 Be available to the DRT and to the overall recovery operation to answer questions, to initiate subsequent phases of the recovery operations, to acquire additional tools and supplies, and to determine other remedial steps.

9.2 Records Management Coordinator (Alternate Team Leader)

General Responsibilities

- 9.2.1 Assist Team Leader in primary duties, and responsible for delivering the disaster recovery supply kit(s) (Appendix C) and securing additional recovery supplies during the recovery process and have ready a list of contact persons should consultation be needed for recovery of records (Appendix D).
- 9.2.2 Assume responsibility of Team Leader in his/her absence.

9.3 Fire Inspection/Emergency Management

Post-Disaster Responsibilities

- 9.3.1 Identify the dangers associated with disaster recovery, including the following:
 - a) electrical shock hazards
 - b) the handling of file cabinets that have been damaged by fire and that have retained heat
 - c) delayed ignition
 - d) submerged objects
 - e) strong fumigants used to kill mold and fungus
 - f) other hazards detrimental to the safety of employees

9.4 Facilities Services

General Responsibilities

- 9.4.1 Ensure Facilities personnel are always on-call after normal business hours in the event services are needed in response to a disaster.

Post-Disaster Responsibilities

- 9.4.2 Establish an environment in which the DRT can begin recovery procedures.
- 9.4.3 Use pumps, portable generators, fans, dehumidifiers and other available equipment to remove standing water, circulate air, expel humidity and otherwise prevent the occurrence of further record damage.
- 9.4.4 Work toward attaining the ideal condition of 65 degrees and 40-50% relative humidity to prevent the growth of mold.
- 9.4.5 Monitor and restrict access to record areas to authorized personnel to ensure salvage operations are not compromised.
- 9.4.6 In the event of theft, change locks, combinations, or disable electronic key cards to protect important or confidential records.

9.5 Police Department

General Responsibilities

- 9.5.1 In the event of an emergency, prevent staff and volunteers from entering the building until Town officials, or a building inspector determines the building is safe to enter.

9.6 Finance/Purchasing Department

General Responsibilities

- 9.6.1 Assist in the risk assessment and procurement of supplies in accordance with financial policies and procedures.

9.7 Environmental Services

General Responsibilities

- 9.7.1 Assist in the identification of any biohazards (e.g., sewer damage).

9.8 Information Technology

General Responsibilities

- 9.8.1 Electronic records (data) and software applications recovery.
- 9.8.2 In the event of theft, change computer passwords as necessary to protect important and confidential records.

9.9 Employees

General Responsibilities

- 9.9.1 Create and ensure back-up copies are in place for all essential records.
- 9.9.2 The Records Manager must be contacted immediately by any employee or the Records Liaison in the event any Town record(s) have been identified as damaged.

10.0 DISASTER RECOVERY

Despite all reasonable efforts, disasters with unanticipated consequences sometimes occur. Employees must act promptly and decisively to mitigate damage to records in the event of a disaster and to protect the interests of the Town and its residents, employees, and clients.

The objectives of document recovery following a disaster are:

1. Stabilize the environment to prevent further damage to Town records.
2. Prioritize recovery of the most essential of the damaged records.
3. Recover as many records as possible in the most cost-effective manner possible.

10.1 Taking Action

Coordination of the recovery effort is done both before and after the disaster.

Before:

- Each department will determine which records in their area contain information essential for continued operations should a disaster occur and the method used to protect them.
- Establish an emergency contact list.
- Map the location of essential records.
- Identify appropriate supplies and vendors for use in the recovery effort as warranted.
- Purchase supplies which are practical to have on hand, including those in Appendix C.

After:

- Recovery is to begin within 24 hours of the disaster unless there exist such conditions to prohibit immediate action and to be completed within 72 hours where possible. Should conditions exist which prohibit such recovery being completed within the time prescribed, the Team Leader shall make provisions for the freezing or retention under proper conditions of unrecovered records.
- No Team member is to enter any disaster area until directed to do so by the Team Leader or Alternate Team Leader.
- Records which are by law not public, are required to be kept under secure conditions, shall be separated from other damaged records, and secured as soon as possible.
- Conduct a damage assessment.
- Prioritize records for recovery.
- Get approval for the purchase of supplies or use of vendors.
- Contact vendors and gather supplies.
- Mobilize a recovery team.
- Remove damaged records from the contaminated area.

Once access to the building is allowed, the recovery process must begin immediately for the best chance of retrieval.

Once completed, the Team shall meet to review and critique the salvage effort by asking the following questions:

- What went wrong?
- What went right?
- Were supply and facility sources adequate?
- Was the DPRP adequate? If not, should it be revised?
- Is more staff training needed?
- What other records need to be listed as essential or permanent?

10.2 Safety and Security Precautions

Entry into the disaster area is permitted once determined safe and contains no hidden hazards such as submerged objects and severed or loose electrical wires.

Use caution in these areas; make sure all electrical equipment is grounded. Standing water, wet carpeting, and wet records make the use of electrical equipment potentially hazardous.

The restoration of confidential records will need to take place under proper secure conditions. While being moved, a staff member needs to accompany them. Staff shall maintain the same level of security as normal operations throughout the process.

Specialized clothing or equipment may be necessary to work in the damage area.

Water Damage:

Water makes records heavier and could cause them to expand, making cabinets and shelves collapse or deform and recovery more difficult. Staff or volunteers must use caution when lifting.

Fire Damage:

Fire damage may leave cabinets hot and delayed ignition may occur. The Recovery Team shall not open any cabinet, safe, or other storage areas unless it is cool to the touch, and caution used in opening drawers. A fire extinguisher and firefighter shall always be available during the recovery of fire-damaged records.

10.2.1 Paper Records

When removing paper records from damaged areas, keep a complete inventory. Include the type of record, normal location within the filing system, and recovery location. Remove all records from the damaged area even if they are not wet. Even if the paper records are not wet, they have been in an area that once was. Exposure to a high humidity environment can promote mold growth.

Tips for removing records from heavily damaged areas:

- Keep records in the exact order as found.
- Do not remove records from file folders while packing.
- If possible, remove file drawers from cabinets or transport the entire cabinet intact. Use extreme caution – the weight will be an issue.
- Use dollies or human chains to remove records. Elevator service is unlikely following an emergency.
- Separate the records by type (e.g., paper from film, photos from magnetic tape). Each type of media has unique drying methods.

Recovery of paper records:

- The first goal of recovery is to bring down temperature and humidity in the contaminated area.
- Keep rooms containing water-damaged materials well vented to inhibit mold growth. Do not use fans as they can cause mold to transfer to more records.
- Keep the temperature as cold as possible in rooms containing water-damaged materials to inhibit mold growth.

- Sewer damage is considered hazardous waste. Before you can start recovery, the material must be cleaned by biohazard experts. Contact Environmental Health Services immediately.

Vacuum drying:

- Very expensive.
- Requires special equipment.
- Always performed by a vendor.
- A special chamber is used to remove oxygen and moisture.
- Best used for small volume of only the most essential records.
- Contact Records Management Coordinator for help finding a vendor.

Freeze drying:

- Most common way to recover essential records.
- Inexpensive.
- Records are loosely packed and transferred to a freezer facility.
- Over the course of three months, the moisture turns into a vapor and records dry.
- Best used for large volumes of records.
- Contact the Records Management Coordinator for help finding a freezer facility.

10.2.2 Computers/Electronics

Coordinate with IT for recovery of electronic records.

Electronic devices that have experienced damage should be placed in airtight bags and immediately transferred to the IT Division for proper handling. Although it seems counterintuitive, hard drives should remain moist until an IT specialist can look at them.

11.0 PROCEDURES

- 11.1 Recovering records by their media type is always a secondary process within the recovery priorities process. First, to be recovered are essential records as identified in Appendix A, then records with a permanent value as identified in Appendix B.
- 11.2 Essential and important information should be backed up and always stored away from original records. If back-up records are available, no further recovery efforts should be taken with the damaged materials. Further recovery efforts should be confined to original records having intrinsic value. New back-up copies should be made as quickly as possible to ensure back-up protection.
- 11.3 Any decision to discard records should be documented for future records management purposes for legal and financial reasons.

- 11.4 For emergency purchases of supplies and services that require deviation from established procurement policies and procedures, follow Purchasing regulations.
- 11.5 Most records are generated and stored electronically and backed up on the Town's off-site server; however, they remain at risk depending on the nature of the disaster.

12.0 STABILIZATION, RESTORATION, RECOVERY BY MEDIUM

The following table defines the record medium and the associated action based on the type of damage. The Records Manager and Records Liaison are responsible for carrying out the associated action. A professional consultant may be utilized for cleaning and restoring records as needed.

The first step after a disaster, regardless of the medium, is to immediately assess whether the information is essential or important, and if a back-up exists. That determination will dictate next steps and essential records take priority.

The following action list is based on the non-existence of a backup and outlines steps to be taken for both stabilization and restoration of various record mediums.

Table 1.

Record Medium	Action (Water Damage)	Action (Fire Damage)
1. Magnetic Media – tapes, floppy diskettes, audio and video cassettes, compact discs, flash drives, etc.	<ul style="list-style-type: none"> a) Take action immediately. b) If water continues to leak onto records at the disaster site, attempt to cover records, not in active retrieval, with plastic sheeting to reduce further damage. Remove plastic once the area is controlled and to reduce humidity. c) Freeze or vacuum dry if professional help must be delayed. d) To avoid further damage, do not use damaged magnetic media until they are cleaned and dried and their protective coverings or containers are replaced. e) Contact IT or professional consultants about cleaning techniques for the retrieval of data. f) Drain if stored in water and blot dry with a soft, lint-free cloth. g) Rinse diskette with distilled water and place in a tray of water. Wipe submerged diskette with a soft cloth. Rinse, drain, and place flat on a 	<ul style="list-style-type: none"> i) If retrieval of data on magnetic media is necessary, contact IT. j) High temperatures of 125 degrees and above destroy magnetic tapes, discs, and diskettes. Store back-ups of important or essential information off-site. k) If restoration possible – duplicate immediately and destroy original, damaged media.

Record Medium	Action (Water Damage)	Action (Fire Damage)
	<p>clean, lint-free bed sheet. Let air dry for eight hours.</p> <p>h) Copy the data to a new medium.</p>	
<p>2. Photographic materials – color film or photographs</p>	<p>a) Take action immediately.</p> <p>b) Keep wet to avoid further image loss.</p> <p>c) Freeze if professional help must be delayed longer than 48 hours.</p> <p>d) Obtain professional assistance as warranted.</p> <p>e) Air dry (if there are not too many and if there is time) either flat or on lines.</p> <p>f) If too many to air dry, store in cold water (65 degrees or below) for up to three days. Add Formaldehyde to water at a ratio of 15 ml. to one liter.</p> <p>g) Transport to or have picked up by a professional photography laboratory within 24 hours.</p> <p>h) If time does not permit air drying or transporting to a professional laboratory, freeze quickly.</p> <p>i) See 1b.</p>	<p>j) Obtain assistance of a professional restorer.</p>
<p>3. Maps, blueprints, or other drawings</p>	<p>a) Wettest records must be removed first.</p> <p>b) Air dry in a cool, dry environment if only a small volume is involved or if water damage to individual records is not extensive. Enhance air circulation by reducing volume in full cabinets, opening drawers, or spreading records out on a flat surface, or rust-proof screening. Fan the pages of bound volumes. Be careful to label any materials removed from the original location or container. Interleave records with clean, absorbent paper.</p> <p>c) If mold erupts, contact a professional consultant regarding treatment with fungicide.</p> <p>d) Restore frozen materials worth restoring by vacuum freeze drying or air drying.</p>	<p>i) Obtain assistance of a professional restorer.</p>

Record Medium	Action (Water Damage)	Action (Fire Damage)
	<ul style="list-style-type: none"> e) Allow vacuum freeze-dried materials to acclimate afterwards for at least one month. f) Perform air drying only in an environment with a temperature of 50-60 degrees and 25-35% relative humidity. g) Do not stack wet records. h) See 1b. 	
4. Paper records	<ul style="list-style-type: none"> a) Take action within 48 hours to prevent the development of mold and mildew. b) See 3e. c) Otherwise, prepare records for removal to a freezing facility. Loosely wrap units of 200 sheets in freezer paper. Pack tightly in plastic crates or cubic food records storage boxes. d) See 3f. e) Handle wet paper carefully and as little as possible – it is fragile. f) See 1b. g) Remove metal clips and staples from paper to avoid rust. h) Records which are not essential or permanent may be placed in a microwave oven if there is only a small amount of damaged papers (remove staples and metal fasteners first). 	<ul style="list-style-type: none"> i) If records are not fragile, trim the charred edges and clean the surface with a soft bristle brush, or rub gently with an art gum eraser, or mildly abrasive drawing paper, or wallpaper cleaner. Typed material should first be tested to determine if correctable ribbon was used; if so, do not use paper cleaner. j) If records are too fragile, enclose them in Mylar folder and copy them on to paper or microfilm. Discard the original and keep a record of such action. Consult a restoration specialist.

All other types of damage will be assessed on a case by case basis, and action will be taken as warranted.

APPENDIX A

ESSENTIAL RECORDS

- 1) Accounts Payable
- 2) Appointment books
- 3) Bank records
- 4) Charter
- 5) Code Books
- 6) Contracts
- 7) Court Cases (active)
- 8) Court Judicial Orders
- 9) Criminal Case Files
- 10) Emergency Management Plan, National Incident Management System (NIMS)
- 11) Emergency contact information (How do you contact various staff members via phone or email; or foot, if lines of communication are down)
- 12) Grant Records
- 13) Maps and building plans (where is the computer server room located in relation to the area of the facility that's flooded, for example)
- 14) Licenses (professional)
- 15) Court Master Docket
- 16) Minutes
- 17) Ordinances
- 18) Organization Chart
- 19) Payroll records
- 20) Personnel Records (proof of benefit coverage, retirement records)
- 21) Prison, jail records
- 22) Security Codes
- 23) Tax Records
- 24) Warrants

This is not an all-inclusive list, and employees are advised to consult with the RMO to determine if a document/record carries a classification of being essential record. *Source: Records Liaisons, TSLAC, National Archives and Records Administration*

APPENDIX B

PERMANENT RECORDS

- 1.0 Administrative/Legal
 - 1) Affidavits of Publication (Municipal Ordinance Only)
 - 2) Annexation, Disannexation, Abolition, and Other Jurisdictional Records
 - 3) Annual and Special Reports
 - 4) Dedications
 - 5) Deed Files
 - 6) Easement and Right-of-Way Files
 - 7) Fidelity and Performance Bonds (Elected and Appointed officials)
 - 8) Legal Opinions
 - 9) Maps (in department of origin)
 - 10) Minutes
 - 11) Orders
 - 12) Ordinances
 - 13) Publications (employee – 1 copy)
 - 14) Publications (public – 1 copy)
 - 15) Records Destruction Authorizations
 - 16) Records Disposition Schedules
 - 17) Resolutions
 - 18) Town Charter
- 2.0 Development Services
 - Building and Inspection
 - 1) Annual Reports of Building Permits Issued
 - 2) Certificates of Occupancy
 - 3) Permits
 - 4) Street Name and House Number Files
 - Planning
 - 1) Zoning Maps and Plats
 - 2) Zoning Permit Records
 - 3) Planning Studies and Reports

3.0 Environmental Services

- 1) Environmental Protection and Natural Resources Management Plans
- 2) Environmental Quality Review Records

4.0 Financial

- 1) Annual Budgets
- 2) Annual Financial Reports
- 3) Audit Reports
- 4) Bond Administrative Files
- 5) Bond Registers
- 6) Capital Improvement Reports
- 7) Individual Employee Pension Records
- 8) Payroll year-to-date registers
- 9) Pension Deduction Registers
- 10) State Property Tax Board Annual Reports
- 11) Marshal's Procedure Manual

5.0 Fire

- 1) Annual Activity Reports
- 2) Emergency Operations Records
- 3) Fire Plans, Studies, Analyses
- 4) Operational Orders

6.0 Personnel

- 1) Individual Employee Pension and Retirement Records
- 2) Texas Municipal Retirement System Reports

7.0 Police

- 1) Arrest/Criminal History Files (Adult)
- 2) Booking Records (Adult)
- 3) Evidence Files
- 4) General and Operational Orders and related documentation
- 5) Incident Reports
- 6) Inquest Case Files
- 7) Internal Affairs/Investigation Records
- 8) Jail Records
- 9) Narcotics Evidence Files

10) Officer Call Activity Reports

11) Training Records (Class)

8.0 Public Works

Engineering

1) Capital Construction Project Files

2) Land Survey Records

3) Private Utility Plans and Maps

Traffic Engineering

1) Annual Operations Report

2) Traffic Signs and Signals Inventory Records (excludes junked signs and signals)

Water and Wastewater

1) Annual Water Operations and Monitoring Reports

2) Maps and Plats

3) Tap and Hook-up Logs

4) Water and Wastewater Planning Studies and Reports

5) Annual and Biennial Reports to Regulatory Authorities

6) Water and Wastewater Permit Files

This is not an all-inclusive list, and employees are advised to refer to the Town's records retention schedule to determine if a document/record carries a classification of permanent.

APPENDIX C

DISASTER RECOVERY SUPPLIES

These materials will be the initial supplies used at a disaster recovery site. It is the responsibility of the Alternate Team Leader to purchase and maintain these supplies and make them available upon notification that a disaster has occurred.

1. Create a document with the names and mobile numbers of individuals serving in the positions identified in Appendix D. Update as needed.
2. A copy of this DPRP – (updated as necessary).
3. A copy of the Town's Emergency Operations Plan, National Incident Management System (NIMS) Implementation Plan, and Debris Management Plan.
4. Interleaving supplies (a minimum of six reams of 9/12 blank newsprint paper; or five rolls of paper towels) wrapped in plastic.
5. One 20-foot roll of plastic sheeting (clear or black)
6. Two boxes of manila file folders.
7. Five waterproof marking pens.
8. Ten (10) records storage boxes or plastic storage containers.
9. Two utility knives with retractable blades.
10. Two flashlights with extra batteries (batteries must be replaced periodically).
11. Four pairs of latex (surgical) gloves (replace bi-annually).
12. 200 feet clothesline.
13. Four pairs of cotton (photographer's) gloves.
14. Ten cotton terrycloth towels or cotton rags.
15. Two pairs of quality scissors.
16. Box of 30-gallon plastic heavy duty garbage bags – 20 count minimum (used to store other items when no disaster recovery is occurring).
17. Other supplies based on recovery needs.

APPENDIX D

DISASTER RECOVERY TEAM (DRT) PROFESSIONAL CONSULTANTS

Town Staff

Department	Job Title	Team Member Title	Office #
Legislative Services	Town Secretary	Disaster Team Manager	972.874.6076
Legislative Services	Deputy Town Secretary	Alternate Disaster Team Manager	972.874.6071
Environmental Services	Director of Environmental Services	DRT Member	972.874.6348
Fire Dept.	Emergency Management Officer	DRT Member	972.874.6209
Facilities	Director of Facilities Management	DRT Member	972.874.6064
Finance	Chief Financial Officer	DRT Member	972.874.6020
Information Technology Division	Director of Information Technology	DRT Member	972.874.6051
Police Dept.	Police Chief	DRT Member	972.874.3310
Purchasing	Purchasing Manager	DRT Member	972.874.6007

Mobile phone numbers for the Town staff serving in the above referenced positions are retained separately from this document.

Professional Consultant(s)

The Town has a standing Restoration Services Agreement with the following company that may be executed at the time of a disaster:

Cotton Global Disaster Solutions (Headquarters)
5443 Katy Hockley Cut-Off Road
Katy, TX 77493
877.900.0493

<https://cottonqds.com/locations/dallas-tx>

Dallas Field Office
8400 John Carpenter Freeway
Dallas, TX 75247

Other companies that provide commercial fire and water restoration services in the DFW area are:

Belfor
15600 Trinity Blvd, Ste 106
Fort Worth, TX 76155
972.975.1600 (24/7 emergency 800.749.2665)
<https://www.belfor.com/en/us/belfor-usa-offices/texas/dallas>

SERVPRO of Flower Mound/Lewisville
650 S. Edmonds Ln
Lewisville, TX 75067
972.420.4771
<https://www.servproflowermoundlewisville.com/>

Dalworth Restoration
12750 S. Pipeline Rd, Ste 2A
Eules, TX 76040
817.203.2944
<https://www.dalworthrestoration.com/>

SRT Specialty Restoration of Texas
2024 Exchange Dr.
Arlington, TX 76011
817.349.6255 (24/7 emergency 888.502.1546)
<http://www.specialtyrestorationoftexas.com/>