

August 9, 2017

WHEREAS, on November 14, 1990, City Council adopted requirements of the Local Government Records Act which were subsequently codified in Chapter 39C of the Dallas City Code by Ordinance No. 20787; and

WHEREAS, on September 24, 1997, City Council amended Ordinance No. 20787 that provided for the approval and implementation of records retention and disposition schedules by Ordinance No. 23267; and

WHEREAS, on October 28, 1998, City Council authorized approval and submission of a *Declaration of Compliance with the Records Scheduling Requirements of the Local Government Records Act* form (SLR Form 508) by Resolution No. 98-3152; and

WHEREAS, on April 11, 2007, City Council adopted a longer retention period for specific record series maintained by the City Secretary's Office: (1) Application for a Place on the Ballot, (2) Campaign Treasurer, (3) Election Campaign Contributions, (4) Conflict of Interest Questionnaire, and (5) Conflict of Interest Disclosure Statement by Resolution No. 07-1168; and

WHEREAS, Dallas City Code, Section 39C-14(c), requires the approval of the department director, the records management officer, and the Records Management Policy Committee (comprised of the city manager, city attorney, city auditor and city secretary) before a records retention and disposition schedule or amended schedule for a department can be presented for adoption by the City Council; and

WHEREAS, on August 31, 2016, in accordance with Dallas City Code, Section 39C-8(d)(3), the Records Management Policy Committee met to review and recommended approval of the requested changes to the retention periods for the noted record series; and

WHEREAS, on May 24, 2017, the Administrative Ad Hoc Committee met and reviewed, discussed and approved the requested changes to the retention periods for the noted record series.

Now Therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

SECTION 1. That the longer retention periods for specific record series, previously approved on April 11, 2007, by Resolution 07-1168, be reinstated to the minimum legal retention periods as set forth in the retention schedules developed by the Texas State Library and Archives Commission: (1) Application for a Place on the Ballot, (2) Campaign Treasurer, (3) Election Campaign Contributions, (4) Conflict of Interest Questionnaire, and (5) Conflict of Interest Disclosure Statement, further noted in Exhibit A to this resolution.

SECTION 2. That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

APPROVED BY
CITY COUNCIL

AUG 09 2017

Lucas D. Smith
City Secretary

EXHIBIT A

Records Series Title	Types of Records & Comments	Council Approved Retention Period (07-1168)	TSL Retention Number & Required Retention
Election Campaign Contributions	Title 15 Reports (<i>state form</i>) Includes candidates and special or general purpose PACs	5 years	EL 3125-01A Date of filing + 2 years
Campaign Treasurer	Designation of Campaign Treasurer (<i>state form</i>). Includes candidates and special or general purpose PACs	Termination + 5 years	EL 3125-01B 2 years after appointment is terminated
Application for Place on Ballot	Application of Place on Ballot (<i>state form</i>) Petition (<i>state form</i>)	5 years	EL 3125-02A Election day + 2 years
Conflict of Interest – Vendor Questionnaire	Conflict of Interest Questionnaire (<i>state form</i>) Vendors are required to file on September 1 each year unless they have filed a form on or after June 1 of that year	Date of filing + 5 years	GR 1000-43 Date of filing + 3 years
Conflict of Interest - Government Officer Conflict Disclosure Statement	Local Government Officer Conflict Disclosure Statement (<i>state form</i>)	5 years after leaving position	GR 1000-43 Date of filing + 3 years