



AGENDA PLACEMENT FORM

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: 5/26/2023

COMMISSIONERS COURT

Meeting Date: June 12, 2023

JUN 12 2023

Submitted By: April Long

Department/Office: County Clerk

Approved

Signature of Director/Official: April Long

Agenda Title:

Discussion of the Johson County Records Managment Program and
Consideration and Approval of Program Updates and Forms as Presented.

Public Description (Description should be 2-4 sentences explaining to the Court and the public what action is recommended and why it is necessary):

The presented updates and forms will improve the management of County
records by creating a more efficient and effective records management program
that ensures the County's compliance with the Texas Local Government Records
Act (Title 6, Subtitle C, Local Gov. Code).

(May attach additional sheets if necessary)

Person to Present: April Long

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) PUBLIC CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: 15 minutes

Session Requested: Action Item (Action Item, Workshop, Consent, Executive)

Check All Departments That Have Been Notified:

County Attorney IT Purchasing Auditor

Personnel Public Works Facilities Management

Other Department/Official (list) _____

**Please Inter-Office All Original Documents to County Judge's Office Prior to Deadline
& List All External Persons Who Need a Copy of Signed Documents
In Your Submission Email**



April Long, County Clerk
 Records Management Officer
 Johnson County, Texas

Designation of Records Management Liaison and Declaration of Compliance

By Johnson County Department Head

Part 1: Contact Information

County Office: _____

Department Head: _____

Email: _____ Phone: _____

Part 2: Records Management Policy

The Texas Local Government Records Act (Title 6, Subtitle C, Local Gov. Code) requires that each elective county office establish a records management program. Any non-elective office falls under the jurisdiction of the County and will work in conjunction with the County Clerk, who serves as the Records Management Officer for Johnson County, to ensure the records of Johnson County will be created, maintained, and disposed of in accordance with **Order #94-003** "Johnson County Records Management Program."

I, the undersigned Department Head,

will act as Records Management Liaison for the department: _____
Name of Department

Or, instead;

designate _____ to act as the Records Management Liaison for the records
Name and Title of Designated Records Management Liaison
 of the department, _____. The RML will comply with all policies and requirements of the
Name of Department

Texas Local Government Code, policies of this department, and Johnson County.

❖ RML Name and Title: _____

RML Email: _____ RML Phone: _____

➤ Department Head Signature: _____ Date: _____

Part 3: Declaration of Compliance

As Records Management Liaison for the department named, I declare records control schedules have been prepared for all records as required by Local Gov. Code §203.041(a) for use in our records management program. I certify that the schedules:

- Comply with the minimum requirements established on records retention schedules issued by the Texas State Library and Archives Commission (as checked below), including retention periods; and
- No retention period on the records control schedules is less than a retention period prescribed by a state or federal law, regulation, or rule of court.

As Records Management Liaison, I understand that I shall, in cooperation with the County RMO:

- Ensure that the maintenance, preservation, microfilming, destruction, or other disposition of records is carried out in accordance with the policies and procedures of the County's Records Management Program and the requirements of Local Gov. Code, §203.023 by:
 - Creating and maintaining a comprehensive inventory of the department's records;
 - Ensuring the department's compliance with Electronic Standards and Procedures, 13 TAC 7, pursuant to Local Gov. Code, §205.002;
 - Ensuring the department's compliance with Microfilming Standards and Procedures, 13 TAC 7, pursuant to Local Gov. Code, §204.002; and
 - **Completing and filing Disposition Logs for any record destroyed or otherwise disposed of with the County RMO prior to the disposition of the records.**

- Assist in establishing and developing policies and procedures for the department to ensure compliance with the County's Records Management Program.

I declare that this department will comply with the retention schedule:

Schedule GR (Records Common to All Governments)

I declare compliance with the following additional retention schedules issued by the commission:
(check all that apply)

Schedule CC (Records of County Clerks)

Schedule PS (Records of Public Safety Agencies)

Schedule DC (Records of District Clerks)

Schedule PW (Records of Public Works and Services)

Schedule EL (Records of Elections and Voter Registration)

Schedule SD (Records of Public-School Districts)

Schedule HR (Records of Public Health Agencies)

Schedule TX (Records of Property Taxation)

Schedule JC (Records of Public Junior Colleges)

Schedule UT (Records of Utility Services)

Schedule LC (Records of Justice and Municipal Courts)

➤ RML Signature: _____ Date: _____

This is an internal (*County*) form ONLY.

Once completed and signed by the Department Head and designated Records Management Liaison, send the original to the County Clerk's Office. The County Clerk, as the Records Management Officer for Johnson County, will acknowledge the designation and return a copy to the designated Records Management Liaison for your records.

Complete a new designation within 30 days of an RML change.

➤ County RMO Signature: _____ Date: _____

DISPOSITION LOG

JOHNSON COUNTY DEPARTMENT: _____

RECORDS MANAGEMENT LIAISON: _____

I hereby certify that the disposed of records are correctly listed below and that the destruction of the records is in accordance with the policies and procedures of the County's Records Management Program, the requirements of Tex. Local Gov. Code Ann. §§ 202, 203, 204 and 205, and the Texas State Library & Archives Commission rules. The disposal was carried out in accordance with Tex. Local Gov. Code § 202.003.

RML Signature: _____ Date: _____

County RMO Signature: _____ Date: _____

****Department RML MUST have the County RMO's signature prior to the disposition of the records.**

DISPOSITION DATE: _____

RECORD SERIES <i>Descriptive Listing</i>	INCLUSIVE DATES		QUANTITY	IS THE RECORD KEPT IN ALTERNATE FORMAT		ALTERNATE FORMAT <small>(Digital, Microfilm/fiche, etc.)</small>
	START	END		YES	NO	
Total:			0			



Designation of Records Management Liaison
By an Elected Official

Part 1: Elected Official Contact Information

Elective Office:
Name of Officeholder:
Email: Phone:

Part 2: Designation of Records Management Liaison

As the elected county officeholder, I have chosen to serve as the Records Management Officer (RMO) for the office as provided by Local Gov. Code §203.001. I have submitted Form SLR 512 to the Texas State Library and Archives Commission and have provided a copy of the submitted SLR 512 to the County Clerk, who serves as the Records Management Officer for Johnson County.

The designation of a Records Management Liaison is for internal (County) use only and does not affect the RMO designation on file with the Texas State Library and Archives Commission.

I, the undersigned elected official, designate to act as the Records Management Liaison (RML) for the records of the

The RML will comply with all policies and requirements of the Texas Local Government Code, specifically, but not limited to, Tex. Local Gov. Code Ann. §§ 203.002, 203.023, 205.002, and 204.002, and the policies of this office and Johnson County.

RML Name and Title:
RML Email: RML Phone:

Elected Official Signature: Date:
RML Signature: Date:

This is an internal (County) form ONLY.
Complete a new designation within 30 days of an RML change.

Send a copy of this completed designation to: April Long, County Clerk
Records Management Officer

July 11, 1994

STATE OF TEXAS

COMMISSIONERS' COURT

COUNTY OF JOHNSON

BE IT KNOWN that on the 11th day of July, 1994, the Honorable Commissioners' Court of Johnson County, Texas met in regular session with all members present in the Courthouse in the City of Cleburne, Johnson County, Texas, and following the Invocation and the Pledge of Allegiance the following items were considered:

PRESENTATION OF LENGTH OF SERVICE PINS

Length of service pins were awarded to Jeaniv Johnson - 20 years; Bob Drake - 15 years; Leonard Morgenstern - 10 years; Virgil Ward - 10 years; Delphus Runnels - 10 years; Gracie McNeil - 10 years; Mark Carpenter - 10 years; Sherry Breland - 10 years; Michael Pinterich - 5 years; Candy Jones - 5 years; JoAnn Hunt - 5 years; Bobby Harris - 5 years; Nancy Hagood - 5 years; Joyce Gunther - 5 years; Cleo Burchell - 5 years.

APPROVAL OF BILLS

A motion was made by Comm. Estes, seconded by Comm. Thompson to approve the bills as presented by the County Auditor.

All voted aye; motion passed.

APPROVAL OF MINUTES

A motion was made by Comm. Harmon, seconded by Comm Thompson to approve the minutes for the meeting of June 13, 1994.

All voted aye; motion passed.

PURCHASES FROM \$2,500.00 to \$15,000.00

A motion was made by Comm. Estes, seconded by Comm. Thompson to purchase Steel I-Beam from the Highway Dept. for Precinct #3 with total cost being ^{95.00} \$3800.~~85~~. Also, amending the purchase price on Constable's vehicles with total cost being \$3325.00 and to Purchase store front windows to be used during Bank remodeling on the westside of Nations Bank Building.

All voted aye; motion passed.

ADVERTISING FOR BIDS

A motion was made by Comm. Harmon, seconded by Comm. Estes to advertise for sale for Precinct #2 a pull type broom, Pneumatic Roller,

and a Dump Truck Chassis.

All voted aye; motion passed.

AWARD BIDS

a. Tire Repair

A motion was made by Comm. Estes, seconded by Comm. Thompsom to award bids for tire repair to Goodyear, Western Auto, Wright Tire and Shelly Tire with 1st available on emergencies.

All voted aye; motion passed.

b. Vehicle and Equipment Parts Purchase

A motion was made by Comm. Thompson, seconded by Comm. Estes to approve all bids from the following bidders for vehicle and equipment parts; Zimmerman Sons, Western Auto (Alvarado), Napa Auto (Granbury), Johnson County Auto, Ogburn's, So-Lo, and AIS Continental.

All voted aye; motion passed.

c. Vehicle Repair

A motion was made by Comm. McFall, seconded by Comm. Estes to approve bids from KRC Auto Clinic for Vehicle Repair.

All voted aye; motion passed.

TRAFFIC SIGNS

No action taken.

ASSUME MAINTENANCE ON ELM WOODS ESTATES

No action taken.

DATA PROCESSING

a. Uninterrupted Power Supply (UPS)

A motion was made by Comm. Harmon, seconded by Comm. Estes to purchase an Excide UPS system, total price being \$8,368.00, and any wiring that has to be done. Also, authorization to dispose of old UPS.

All voted aye; motion passed.

b. Maintenance Items

A motion was made by Comm. Thompson, seconded by Comm. Estes to purchase a hardware maintenance agreement prorated for the months of June, July, August and September at a cost of \$3800.00, from IBM.

All voted aye; motion passed.

c. County Software

A motion was made by Comm. Estes, seconded by Comm. Harmon to purchase new software package for the Trust Fund in the County Clerk's

office.

All voted aye; motion passed.

COMMUNITY SUPERVISION UPDATE

Discussion. No action taken.

ELECTION JUDGES

A motion was made by Comm. Estes, seconded by Comm. McFall to approve the list of election judges and their alternates as submitted by the County Clerk.

All voted aye; motion passed.

RECORDS MANAGEMENT PROGRAM

A motion was made by Comm. Thompson, seconded by Comm. Estes to authorize the County Judge to sign the Records Management Resolution.

All voted aye; motion passed.

CONSENT AGENDA

A motion was made by Comm. Estes, seconded by Comm. McFall to approve the items listed on the Consent Agenda including, budget amendment on road and bridge for Precinct #4 of \$50,000.00 and budget amendment on jail medical for \$14,000.00.

All voted aye; motion passed.

EXECUTIVE SESSION

The Commissioners' Court of Johnson County went into Executive Session at 11:00am to discuss matters relating to Sec. 551.071; Consultation with Attorney, Sec. 551.072; Real Property, and Sec. 551.074; Personnel Matters.

The Commissioners' Court reconvened into open session at 11:40 am with the following action being taken.

A motion was made by Comm. Thompson, seconded by Comm. McFall to allow the County Clerk to transfer Estella Jones from Clerk I 4B in Records Management to a Clerk II 6A plus 3% in the Court Section.

All voted aye; motion passed.

The Commissioners' Court recessed for lunch.

The Commissioners' Court reconvened into open session at 1:00pm.

WORKSHOP ON SURFACE APPLICATION OF ON-SITE SEWAGE FACILITIES

Discussion. Matter still under further study.

The Commissioners' Court of Johnson County recessed until further call.

BE IT KNOWN that on the 21st day of July, 1994 the Honorable Commissioners' Court reconvened under the agenda of July 11, 1994 with Comm. Estes, Comm. McFall and Comm. Thompson present and the following items were considered.

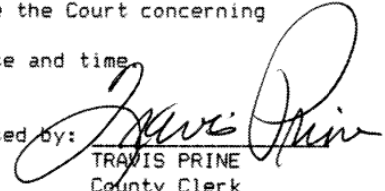
BURLESON SUB-COURTHOUSE

A motion was made by Comm. Thompson, seconded by Comm. McFall to approve the auction of the Burleson Sub-Courthouse to Les Sells for \$45,000.00.

All voted aye; motion passed.

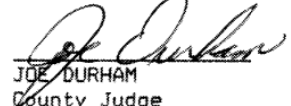
There being no further business before the Court concerning this agenda, Court adjourned on the same date and time.

Submitted by:



TRAVIS PRINE
County Clerk

Approved by:



JOE DURHAM
County Judge

JOHNSON COUNTY RECORDS MANAGEMENT PROGRAM

ORDER NO. 94-003

WHEREAS, Title 6, Subtitle C, Local Government Code (Local Government Records Act), provides that each elective county office must establish an active and continuing records management program; and

WHEREAS, the Johnson County desires to adopt a plan for that purpose and to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient record keeping; NOW THEREFORE:

SECTION 1

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 the information recorded therein is open or restricted under the laws of the state, created or received by Johnson County or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of Johnson County and will be created, maintained, and disposed of in accordance with the provisions of this plan or procedures authorized by it and in no other manner.

SECTION 2

All records as defined in Sec. 1 of this plan are hereby declared to be the property of Johnson County. No official or employee of this office 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

It is hereby declared to be the policy of Johnson County 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. Records whose permanent retention is required by a state records schedule or records which the County Records Management Officer determines merit permanent retention will be carefully preserved in accordance with standards for the care and storage of archival records.

SECTION 4

The County Clerk will serve as Records Management Officer for Johnson County, to the extent authorized by law, and will assist in ensuring each elected county official and non-elected department head that the maintenance, destruction, microfilming, electronic storage, or other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act, rules adopted under that Act, and the policies of this office.

SECTION 5

The Records Management Officer will work with the Commissioners Court and other county officers in seeking efficient and cost-effective solutions, such as the establishment of a records center, to records problems experienced in common by all county offices.

SECTION 6

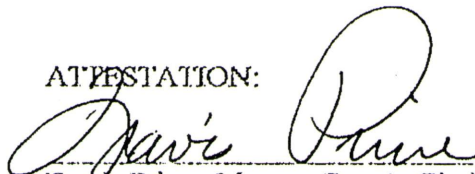
Records control schedules will be prepared under the direction of the Records Management Officer and filed with the director and librarian as provided by law.

Dated this the 11th day of July, 1994.



Joe Durham, Johnson County Judge

ATTESTATION:



Travis Prine, Johnson County Clerk