RESOLUTION #04-010

A RESOLUTION REVIEWING AND APPROVING RECORDS RETENTION POLICY FOR THE LONE STAR GROUNDWATER CONSERVATION DISTRICT

THE STATE OF TEXAS §

COUNTY OF MONTGOMERY §

WHEREAS, the Lone Star Groundwater Conservation District ("District") was created by the Legislature of the State of Texas in Acts 2001, 77th Leg., R.S., ch. 1321, p. 3246, § 1(a);

WHEREAS, pursuant to said Act, § 5(a), the initial directors of the District have the permitting and general management powers granted under Chapter 36 of the Texas Water Code;

WHEREAS, § 36.101 of the Texas Water Code authorizes a groundwater conservation district to make and enforce rules to provide for conserving, preserving, protecting, and recharging of the groundwater or of a groundwater reservoir or its subdivisions in order to control subsidence or prevent waste of groundwater and to carry out the powers and duties provided by Chapter 36 of the Texas Water Code;

WHEREAS, Title 6, Subtitle C, Local Government Code (Local Government Records Act) provides that a local subdivision of the State must establish by order an active and continuing records management program to be administered by a Records Management Officer;

WHEREAS, in accordance with the Local Government Records Act, is to designate an individual, office or position as the records management officer for the District;

WHEREAS, on April 16, 2003, the Board of Directors of the District adopted policies and procedures consistent with the Local Government Records Act; and

WHEREAS, Said policies have been reviewed by the Policy and Personnel Committee, attached hereto, and has found that no changes are necessary at this time.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LONE STAR GROUNDWATER CONSERVATION DISTRICT AS FOLLOWS:

1. The Lone Star Groundwater Conservation District "Records Retention Policy" dated September 7, 2004, attached hereto and incorporated herein in full, is hereby adopted as the Records Retention Policy of the District.

COPY

2. The General Manager of the Lone Star Groundwater Conservation District is hereby confirmed as the designated Records Management Officer for the District.

3. The General Manager is authorized and directed to notify the Director and Librarian of the Texas State Library of said designation.

4. That the General Manager of the District is further authorized to take any and all action necessary to implement this resolution.

AND IT IS SO ORDERED.

PASSED AND ADOPTED on this 7th day of September, 2004.

LONE STAR GROUNDWATER CONSERVATION DISTRICT

By: _____
Richard J. Tramm, Board President

ATTEST:

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Paula Jean Hargis, Secretary/Treasurer