

Bobby Gallana
Commissioner Precinct 1

Dana Macalik
Commissioner Precinct 2



Frank New
County Judge

Lorne Liechty
Commissioner Precinct 3

John Stacy
Commissioner Precinct 4

NOTICE OF SPECIAL MEETING

NOTICE IS HEREBY GIVEN THAT THE ROCKWALL COUNTY COMMISSIONERS COURT WILL MEET ON SEPTEMBER 19, 2025, AT 9:00 A.M. AT THE ROCKWALL COUNTY HISTORIC COURTHOUSE, 101 EAST RUSK, 3rd FLOOR, ROCKWALL, TEXAS, FOR THE PURPOSE OF CONSIDERING THE FOLLOWING:

- A) **INVOCATION;** Commissioner Gallana
- B) **PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG;** Commissioner Macalik
- C) **PLEDGE OF ALLEGIANCE TO THE TEXAS FLAG;** Commissioner Macalik
- D) **RECOGNITION OF GUESTS;**

AGENDA

1. **PUBLIC FORUM:** (This is the public's opportunity to address the Commissioners Court about County matters. During this meeting, the Commissioners Court will not discuss, consider or take action on any item not included on this meeting's agenda. We respectfully ask that anyone stepping forward to speak during the Public Forum to please limit remarks to three minutes or less.)

The proposed budget for Rockwall County for the FY2026 is available on the Rockwall County's website homepage at <https://rockwallcountytexas.com/>

TAXPAYER IMPACT STATEMENT

House Bill 1522, passed by the Texas Legislature in 2025, amends section 551.043 of the Texas Government Code to require that the notice of a meeting required to be posted under section 551.043(a) of the Texas Open Meetings Act, at which a governmental body will discuss or adopt a budget for the governmental body, must include a taxpayer impact statement showing, for the median-valued homestead property, a comparison of the property tax bill in dollars pertaining to the property for the current fiscal year to an estimate of the property tax bill in dollars for the same property for the upcoming fiscal year.

Rockwall County has proposed a budget for the County's 2025-2026 fiscal year. Rockwall County intends to adopt its budget on or before September 30, 2025.

- Value of Median-Valued Homestead Property in the County: **\$424,397**
- Property Tax Bill for the Current Fiscal Year (\$0.2547): **\$1,081**
- Estimated Property Tax Bill for the Upcoming Fiscal Year if the County Adopts the Proposed Budget and Proposed Tax Rate (\$0.252113): **\$1,070**
- Estimated Property Tax Bill for the Upcoming Fiscal Year in the County adopts a Balanced Budget Funded at the No-New-Revenue Tax Rate (\$0.2419): **\$1,027**

2. **PUBLIC HEARING** (Continuation of Public Hearing Postponed on September 9, 2025) to discuss the proposed FY2026 Budget for Rockwall County, and all related issues; <https://rockwallcountytexas.com/>
3. **PUBLIC HEARING** (Continuation of Public Hearing Postponed on September 9, 2025) to discuss the proposed 2025 Tax Rate (Fiscal Year 2026) for Rockwall County, and all related issues; <https://rockwallcountytexas.com/>

4. **PUBLIC HEARING (Continuation of Public Hearing Postponed on September 9, 2025)** to discuss the County Clerk's Archive Plan FY2026 for the Preservation and Restoration of the County Clerk's Records Archives, and all related issues;
5. Discuss/Act on adopting the Rockwall County Budget for FY2026 and take record vote, and all related issues; (Judge New - Auditor)
6. Discuss/Act on adopting the Rockwall County Tax Rate for 2025 (Fiscal Year 2026) and take record vote, and all related issues; (Judge New - Auditor)
7. Discuss/Act on approving the County Clerk's Archive Plan FY2026 for the Preservation and Restoration of the County Clerk's Records Archives, and all related issues; (Judge New - County Clerk)
8. **EXECUTIVE SESSION:** The Commissioners Court of Rockwall County reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the agenda or in this item, in the order deemed appropriate, as authorized by Chapter 551, Open Meetings, Subchapter D, Texas Government Code, or to seek the advice of its attorney on those items.
 - a) **Pending or Contemplated Litigation and Attorney-Client Information (551.071):**
 - b) **Real Estate Matters (551.072):**
 - c) **Personnel Matters (551.074):**
 - d) **Advice of Counsel (551.071):**
 - e) **Security Related Matters (551.089):**
 - f) **Contract Deliberations (551.0725):**
 - g) **Economic Development Prospects (551.087):**
9. **RECONVENE IN OPEN SESSION:** Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Section 551.001, *et seq.*, the Commissioners Court will reconvene into Open Session to take any action necessary on matters discussed in Executive Session.
10. **COMMISSIONERS COURT REPORTS:**

Pursuant to Texas Government Code Section 551.0415, the County Judge and the County Commissioners may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming County events; (5) information community events; and (6) announcements involving an imminent threat to public health and safety.
11. **ADJOURN**

NOTE: THE COMMISSIONERS COURT RESERVES THE RIGHT TO CONSIDER AND TAKE ACTION ON THE ABOVE AGENDA ITEMS IN ANY PARTICULAR ORDER. THE ROCKWALL COUNTY COMMISSIONERS COURT COMPLIES WITH A.D.A. REQUIREMENTS. THE HISTORIC COURTHOUSE IS ACCESSIBLE TO INDIVIDUALS WITH DISABILITIES VIA THE EMPLOYEE'S ENTRANCE LOCATED IN THE REAR OF THE HISTORIC COURTHOUSE. PARKING FOR INDIVIDUALS WITH DISABILITIES IS LOCATED IN THE REAR OF THE COURTHOUSE AT THE EMPLOYEE'S ENTRANCE. IF YOU PLAN TO ATTEND THIS PUBLIC MEETING AND YOU HAVE A DISABILITY THAT REQUIRES SPECIAL ARRANGEMENTS AT THE MEETING, PLEASE CALL AT LEAST 48 HOURS IN ADVANCE OF THE MEETING AT (972) 204-6000.

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PUBLIC HEARING

COURT DATE: 9-19-25

2

PUBLIC HEARING (Continuation of Public Hearing Postponed on September 9, 2025) to discuss the proposed FY2026 Budget for Rockwall County, and all related issues:
<https://rockwallcountytexas.com/>



PUBLIC HEARING

COURT DATE: 9-19-25

③

PUBLIC HEARING (Continuation of Public Hearing Postponed on September 9, 2025) to discuss the proposed 2025 Tax Rate (Fiscal Year 2026) for Rockwall County, and all related issues;
<https://rockwallcountytexas.com/>



PUBLIC HEARING

COURT DATE: 9-19-25

4

PUBLIC HEARING (Continuation of Public Hearing Postponed on September 9, 2025) to discuss the County Clerk's Archive Plan FY2026 for the Preservation and Restoration of the County Clerk's Records Archives, and all related issues;

Fiscal Year 2026 Archive Plan



**Office of Rockwall County Clerk
Jennifer Fogg**

Updated 8.17.2025

Purpose

The majority of the permanent records in the County Clerk's Office are in paper format which makes these records vulnerable to loss by theft and wear and tear. The records can be preserved by utilizing the Archive Funds collected by the County Clerk. The County Clerk is aggressively striving to preserve all paper documents that have a priceless historical value by taking advantage of the use of the Archive Fee. This fee is being utilized for ongoing records preservation projects such as rebinding and encapsulating old, historic volumes of original paper documents, converting all older media into an electronic format and importing this newly created data into existing case management system for public access.

Goals and Vision

The overall goals and vision of the County Clerk are to:

- Continue to automate and upgrade office record systems as new technology is introduced
- Eliminate or reduce searches of paper documents and volumes and expedite record searching by electronic retrieval
- Continue to make public information easily accessible on the internet
- Protect original paper records by storing in a secure and climate-controlled environment
- Continue scanning and indexing all old judicial records to include Criminal, Civil, Probate and Guardianship case files
- Continue to seek efficient and cost-effective solutions to meet records management objectives

Progress to Date**2012 – 2025**

Book Preservation	No. of Volumes	Oldest Records
Commissioners Court	36	1876
Marriage	157	1875
Real Property/Personal Property	834	1840
Birth & Death	65	1884
Criminal & Civil	214	1876
Probate, Guardianship & Mental	219	1877
Miscellaneous Archive Books	95	1880
Boxes of Shucks for Judicial	69	1936
Total	1,689	

Projected Revenue FY 2026	
Forecasted Annual Recordings	Total Projected Revenue FY 2026 \$ 10 Per Recording
21,700 Documents	\$ 217,000.00

Note: Records Management Fund (also used for preservation projects)

August 8, 2025 Balance \$1,881,640.91

Archive Fund Balance	
August 8, 2025	\$ 1,856,268.19

Remaining Projects

PRV = Preservation, IM = Archival Imaging and ID = Archival Indexing.	No. of Records/Boxes	Oldest Records
Marriage Licenses – Trifold Preservation with Binder	2,289	1917
Miscellaneous – Book Preservation	11	1911
Jail Improvement Warrants – Trifold Preservation with Binder	14	1920
Road Bonds – Trifold Preservation with Binder	47	1920
Deed Record Books	7	1882
Cemetery Plat Ledger Book – Book Preservation	1	
Miscellaneous Records – Book Preservation	1	
Reformat & Rehouse Plats in New Envelopes and Hanger with Mylar – 4mm Plat Mylar Pockets 24.75" x 18.75"	1,000	N/A
NOT STARTED - Microfilm – Rolls – Digitized – Image Enhancement - PRV	1,192	1800

Statutory History

- The 77th Texas Legislature passed HB 370 in 2001 to allow border counties to assess a \$5.00 Archive Fee for the preservation of older records filed with the County Clerk.
- The 78th Legislature passed SB 1744 amending the original legislation allowing all County's to collect this fee with the combined approval of the County Clerk and Commissioners Court.
- The 79th Legislature extended this bill indefinitely and amended Local Government Code; Section 118.01, 118.025 (e), to enable Commissioners Court to adopt the Archive Fee as part of the County's annual budget.

Updated 8.17.2025

- The Commissioners Court of Rockwall County determined that a Records Archive Fee of \$5.00 was needed to enable the County Clerk to preserve and protect County records on September 8, 2003.
- The 83rd Texas Legislature passed HB 1513 allowing the Commissioners Court to adopt an increase of the Archive Fee to \$10.00 effective January 1, 2014 and to rescind the increase effective 2019.
- The Commissioners Court of Rockwall County adopted an increase to the Archive Fee from \$5.00 to \$10.00 to continue preservation projects of the County Clerk's records on September 10, 2013.
- The 86th Texas Legislature passed SB 658 which made permanent the former temporary increase in the Archive Fee and Records Management Fee effective September 1, 2019.

Statutory Summary

- The fee began on approval of the Rockwall County FY 2003 Budget. The fee must be set and itemized in the County's budget each year as part of the budget preparation process.
- The increased fee of \$10.00 is currently being assessed on any instrument, document, paper, or other record that the County Clerk is authorized to accept for filing or recording (property records, assumed name certificates, marriage licenses and case filings).
- The fund is dedicated, including interest, for preservation of documents and is designed to target the records archive of the County Clerk.
- The fund cannot be spent without a budget prepared and approved by the County Clerk and subsequently approved by Commissioners Court.
- The plan may be modified as required with changes approved by both the County Clerk and Commissioners Court.

Local Government Code Sec. 118.025. COUNTY CLERK'S RECORDS ARCHIVE. (a) In this section:

(1) "Deterioration" means any naturally occurring process or a natural disaster that results in the destruction or partial destruction of a public document.

(2) "Preservation" means any process that:

(A) suspends or reduces the deterioration of public documents; or

(B) provides public access to the public documents in a manner that reduces the risk of deterioration, excluding providing public access to public documents indexed geographically.

(3) "Public document" means any instrument, document, paper, or other record that the county clerk is authorized to accept for filing or maintaining.

(4) Repealed by Acts 2005, 79th Leg., Ch. 804, Sec. 7, eff. June 17, 2005.

(5) "Restoration" means any process that permits the visual enhancement of a public document, including making the document more legible.

(b) The commissioners court of a county may adopt a records archive fee under Section 118.011(f) as part of the county's annual budget. The fee must be set and itemized in the county's budget as part of the budget preparation process. The fee for "Records Archive" under Section 118.011(f) is for the preservation and restoration services performed by the county clerk in connection with maintaining a county clerk's records archive.

(c) The fee must be paid at the time a person, excluding a state agency, presents a public document to the county clerk for recording or filing.

(d) The fee shall be deposited in a separate records archive account in the general fund of the county. Any interest accrued remains with the account.

(e) The funds generated from the collection of a fee under this section may be expended only for the preservation and restoration of the county clerk's records archive. The county clerk shall designate the public documents that are part of the records archive for purposes of this section. The designation of public documents by the county clerk under this subsection is subject to approval by the commissioners court in a public meeting during the budget process.

(f) The funds may not be used to purchase, lease, or develop computer software to geographically index public records, excluding indexing public records by lot and block description as provided by Section 193.009(b)(4).

(g) Before collecting the fee under this section, the county clerk shall prepare an annual written plan for funding the preservation and restoration of the county clerk's records archive. The commissioners court shall publish notice of a public hearing on the

plan in a newspaper of general circulation in the county not later than the 15th day before the date of the hearing. After the public hearing, the plan shall be considered for approval by the commissioners court. Funds from the records archive account may be expended only as provided by the plan. All expenditures from the records archive account shall comply with Subchapter C, Chapter 262. The hearing may be held during the budget process. After establishing the fee, the plan may be approved annually during the budget process.

(h) If a county charges a fee under this section, a notice shall be posted in a conspicuous place in the county clerk's office. The notice must state the amount of the fee in the following form: "THE COMMISSIONERS COURT OF _____ COUNTY HAS DETERMINED THAT A RECORDS ARCHIVE FEE OF \$ _____ IS NEEDED TO PRESERVE AND RESTORE COUNTY RECORDS."

(i) The fee is subject to approval by the commissioners court in a public meeting during the budget process.

(j) Repealed by Acts 2011, 82nd Leg., R.S., Ch. 330, Sec. 3, eff. June 17, 2011.

(k) Repealed by Acts 2005, 79th Leg., Ch. 804, Sec. 7, eff. June 17, 2005.

Added by Acts 2001, 77th Leg., ch. 794, Sec. 4, eff. Sept. 1, 2001. Amended by Acts 2003, 78th Leg., ch. 974, Sec. 3, eff. Sept. 1, 2003; Acts 2003, 78th Leg., ch. 1275, Sec. 3(32), eff. Sept. 1, 2003.

Amended by:

Acts 2005, 79th Leg., Ch. 804 (S.B. 526), Sec. 1, eff. June 17, 2005.

Acts 2005, 79th Leg., Ch. 804 (S.B. 526), Sec. 7, eff. June 17, 2005.

Acts 2011, 82nd Leg., R.S., Ch. 330 (H.B. 2716), Sec. 2, eff. June 17, 2011.

Acts 2011, 82nd Leg., R.S., Ch. 330 (H.B. 2716), Sec. 3, eff. June 17, 2011.

Local Government Code Sec. 118.0216. RECORDS MANAGEMENT AND PRESERVATION. (a) The fee for "Records Management and Preservation" under Section 118.011 is for the records management and preservation services performed by the county clerk after the filing and recording of a document in the records of the office of the clerk.

(b) The fee must be paid at the time of the filing of the document.

(c) The fee shall be deposited in a separate records management and preservation account in the general fund of the county.

(d) The fee may be used only to provide funds for specific records management and preservation, including for automation purposes.

(e) All expenditures from the records management and preservation account shall comply with Subchapter C, Chapter 262.

Added by Acts 1991, 72nd Leg., ch. 587, Sec. 2, eff. Sept. 1, 1991. Amended by Acts 2001, 77th Leg., ch. 794, Sec. 3, eff. Sept. 1, 2001.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 540 (S.B. 1574), Sec. 1, eff. June 19, 2009.

Acts 2011, 82nd Leg., R.S., Ch. 330 (H.B. 2716), Sec. 1, eff. June 17, 2011.

Local Government Code Sec. 203.001. RECORDS MANAGEMENT OFFICER. Each elected county officer is the records management officer for the records of the officer's office.

Added by Acts 1989, 71st Leg., ch. 1248, Sec. 1, eff. Sept. 1, 1989.

Local Government Code Sec. 203.002. DUTIES AND RESPONSIBILITIES OF ELECTED COUNTY OFFICERS AS RECORDS MANAGEMENT OFFICERS. The elected county officer shall:

- (1) develop policies and procedures for the administration of an active and continuing records management program;
- (2) administer the records management program so as to reduce the costs and improve the efficiency of recordkeeping;
- (3) identify and take adequate steps to preserve records that are of permanent value;
- (4) identify and take adequate steps to protect the essential records of the office;
- (5) ensure that the maintenance, preservation, microfilming, destruction, or other disposition of records is carried out in accordance with the policies and procedures of the records management program and the requirements of this subtitle and rules adopted under it; and
- (6) cooperate with the commission in its conduct of statewide records management surveys.

Added by Acts 1989, 71st Leg., ch. 1248, Sec. 1, eff. Sept. 1, 1989.

Amended by:

Acts 2019, 86th Leg., R.S., Ch. 533 (H.B. 1962), Sec. 14, eff. September 1, 2019.

Updated 8.17.2025

Local Government Code Sec. 203.003. DUTIES OF COMMISSIONERS COURT. The commissioners court of each county shall:

(1) promote and support the efficient and economical management of records of all elective offices in the county to enable elected county officers to conform to this subtitle and rules adopted under it;

(2) facilitate the creation and maintenance of records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of each elective office and designed to furnish the information necessary to protect the legal and financial rights of the local government, the state, and the persons affected by the activities of the local government;

(3) facilitate the identification and preservation of the records of elective offices that are of permanent value;

(4) facilitate the identification and protection of the essential records of elective offices;

(5) establish a county clerk records management and preservation fund for fees subject to Section 118.0216 and approve in advance any expenditures from the fund; and

(6) establish a records management and preservation account for the records management and preservation fees authorized under Sections 135.101 and 135.102, and approve in advance any expenditures from the fund, which may be spent only for records management preservation or automation purposes in the county.

Added by Acts 1989, 71st Leg., ch. 1248, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1993, 73rd Leg., ch. 675, Sec. 4, eff. Sept. 1, 1993.

Amended by:

Acts 2019, 86th Leg., R.S., Ch. 1352 (S.B. 346), Sec. 4.36, eff. January 1, 2020.

Acts 2021, 87th Leg., R.S., Ch. 472 (S.B. 41), Sec. 3.12, eff. January 1, 2022.



5

COMMISSIONERS COURT SPECIAL MEETING AGENDA REQUEST FORM

NAME: Judge New

COURT DATE: September 19, 2025

ACTION TO BE TAKEN BY COURT:

Discuss/Act on adopting the Rockwall County Budget for FY2026 and take record vote, and all related issues;

<https://rockwallcountytexas.com/>



6

COMMISSIONERS COURT SPECIAL MEETING AGENDA REQUEST FORM

NAME: Judge New

COURT DATE: September 19, 2025

ACTION TO BE TAKEN BY COURT:

Discuss/Act on adopting the Rockwall County Tax Rate for 2025 (Fiscal Year 2026) and take record vote, and all related issues;

<https://rockwallcountytexas.com/>



1

COMMISSIONERS COURT SPECIAL MEETING AGENDA REQUEST FORM

NAME: Judge New

COURT DATE: September 19, 2025

ACTION TO BE TAKEN BY COURT:

Discuss/Act on approving the County Clerk's Archive Plan FY2026 for the Preservation and Restoration of the County Clerk's Records Archives, and all related issues;

Fiscal Year 2026 Archive Plan



**Office of Rockwall County Clerk
Jennifer Fogg**

Updated 8.17.2025

Purpose

The majority of the permanent records in the County Clerk's Office are in paper format which makes these records vulnerable to loss by theft and wear and tear. The records can be preserved by utilizing the Archive Funds collected by the County Clerk. The County Clerk is aggressively striving to preserve all paper documents that have a priceless historical value by taking advantage of the use of the Archive Fee. This fee is being utilized for ongoing records preservation projects such as rebinding and encapsulating old, historic volumes of original paper documents, converting all older media into an electronic format and importing this newly created data into existing case management system for public access.

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The overall goals and vision of the County Clerk are to:

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- Continue to make public information easily accessible on the internet
- Protect original paper records by storing in a secure and climate-controlled environment
- Continue scanning and indexing all old judicial records to include Criminal, Civil, Probate and Guardianship case files
- Continue to seek efficient and cost-effective solutions to meet records management objectives

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Updated 8.17.2025

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Cemetery Plat Ledger Book – Book Preservation	1	
Miscellaneous Records – Book Preservation	1	
Reformat & Rehouse Plats in New Envelopes and Hanger with Mylar – 4mm Plat Mylar Pockets 24.75" x 18.75"	1,000	N/A
NOT STARTED - Microfilm – Rolls – Digitized – Image Enhancement - PRV	1,192	1800

Statutory History

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(f) The funds may not be used to purchase, lease, or develop computer software to geographically index public records, excluding indexing public records by lot and block description as provided by Section 193.009(b)(4).

(g) Before collecting the fee under this section, the county clerk shall prepare an annual written plan for funding the preservation and restoration of the county clerk's records archive. The commissioners court shall publish notice of a public hearing on the

plan in a newspaper of general circulation in the county not later than the 15th day before the date of the hearing. After the public hearing, the plan shall be considered for approval by the commissioners court. Funds from the records archive account may be expended only as provided by the plan. All expenditures from the records archive account shall comply with Subchapter C, Chapter 262. The hearing may be held during the budget process. After establishing the fee, the plan may be approved annually during the budget process.

(h) If a county charges a fee under this section, a notice shall be posted in a conspicuous place in the county clerk's office. The notice must state the amount of the fee in the following form: "THE COMMISSIONERS COURT OF _____ COUNTY HAS DETERMINED THAT A RECORDS ARCHIVE FEE OF \$ _____ IS NEEDED TO PRESERVE AND RESTORE COUNTY RECORDS."

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Added by Acts 2001, 77th Leg., ch. 794, Sec. 4, eff. Sept. 1, 2001. Amended by Acts 2003, 78th Leg., ch. 974, Sec. 3, eff. Sept. 1, 2003; Acts 2003, 78th Leg., ch. 1275, Sec. 3(32), eff. Sept. 1, 2003.

Amended by:

Acts 2005, 79th Leg., Ch. 804 (S.B. 526), Sec. 1, eff. June 17, 2005.

Acts 2005, 79th Leg., Ch. 804 (S.B. 526), Sec. 7, eff. June 17, 2005.

Acts 2011, 82nd Leg., R.S., Ch. 330 (H.B. 2716), Sec. 2, eff. June 17, 2011.

Acts 2011, 82nd Leg., R.S., Ch. 330 (H.B. 2716), Sec. 3, eff. June 17, 2011.

Local Government Code Sec. 118.0216. RECORDS MANAGEMENT AND PRESERVATION. (a) The fee for "Records Management and Preservation" under Section 118.011 is for the records management and preservation services performed by the county clerk after the filing and recording of a document in the records of the office of the clerk.

(b) The fee must be paid at the time of the filing of the document.

(c) The fee shall be deposited in a separate records management and preservation account in the general fund of the county.

(d) The fee may be used only to provide funds for specific records management and preservation, including for automation purposes.

(e) All expenditures from the records management and preservation account shall comply with Subchapter C, Chapter 262.

Added by Acts 1991, 72nd Leg., ch. 587, Sec. 2, eff. Sept. 1, 1991. Amended by Acts 2001, 77th Leg., ch. 794, Sec. 3, eff. Sept. 1, 2001.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 540 (S.B. 1574), Sec. 1, eff. June 19, 2009.

Acts 2011, 82nd Leg., R.S., Ch. 330 (H.B. 2716), Sec. 1, eff. June 17, 2011.

Local Government Code Sec. 203.001. RECORDS MANAGEMENT OFFICER. Each elected county officer is the records management officer for the records of the officer's office.

Added by Acts 1989, 71st Leg., ch. 1248, Sec. 1, eff. Sept. 1, 1989.

Local Government Code Sec. 203.002. DUTIES AND RESPONSIBILITIES OF ELECTED COUNTY OFFICERS AS RECORDS MANAGEMENT OFFICERS. The elected county officer shall:

(1) develop policies and procedures for the administration of an active and continuing records management program;

(2) administer the records management program so as to reduce the costs and improve the efficiency of recordkeeping;

(3) identify and take adequate steps to preserve records that are of permanent value;

(4) identify and take adequate steps to protect the essential records of the office;

(5) ensure that the maintenance, preservation, microfilming, destruction, or other disposition of records is carried out in accordance with the policies and procedures of the records management program and the requirements of this subtitle and rules adopted under it; and

(6) cooperate with the commission in its conduct of statewide records management surveys.

Added by Acts 1989, 71st Leg., ch. 1248, Sec. 1, eff. Sept. 1, 1989.

Amended by:

Acts 2019, 86th Leg., R.S., Ch. 533 (H.B. 1962), Sec. 14, eff. September 1, 2019.

Local Government Code Sec. 203.003. DUTIES OF COMMISSIONERS COURT. The commissioners court of each county shall:

(1) promote and support the efficient and economical management of records of all elective offices in the county to enable elected county officers to conform to this subtitle and rules adopted under it;

(2) facilitate the creation and maintenance of records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of each elective office and designed to furnish the information necessary to protect the legal and financial rights of the local government, the state, and the persons affected by the activities of the local government;

(3) facilitate the identification and preservation of the records of elective offices that are of permanent value;

(4) facilitate the identification and protection of the essential records of elective offices;

(5) establish a county clerk records management and preservation fund for fees subject to Section 118.0216 and approve in advance any expenditures from the fund; and

(6) establish a records management and preservation account for the records management and preservation fees authorized under Sections 135.101 and 135.102, and approve in advance any expenditures from the fund, which may be spent only for records management preservation or automation purposes in the county.

Added by Acts 1989, 71st Leg., ch. 1248, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1993, 73rd Leg., ch. 675, Sec. 4, eff. Sept. 1, 1993.

Amended by:

Acts 2019, 86th Leg., R.S., Ch. 1352 (S.B. 346), Sec. 4.36, eff. January 1, 2020.

Acts 2021, 87th Leg., R.S., Ch. 472 (S.B. 41), Sec. 3.12, eff. January 1, 2022.

EXECUTIVE SESSION



EXECUTIVE SESSION: The Commissioners Court of Rockwall County reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the agenda or in this item, in the order deemed appropriate, as authorized by Chapter 551, Open Meetings, Subchapter D, Texas Government Code, or to seek the advice of its attorney on those items.

a) **Pending or Contemplated Litigation and Attorney-Client Information (551.071):**

b) **Real Estate Matters (551.072):**

c) **Personnel Matters (551.074):**

d) **Advice of Counsel (551.071):**

e) **Security Related Matters (551.089):**

f) **Contract Deliberations (551.0725):**

g) **Economic Development Prospects (551.087):**

9

RECONVENE IN OPEN SESSION: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Section 551.001, *et seq.*, the Commissioners Court will reconvene into Open Session to take any action necessary on matters discussed in Executive Session.

10

COMMISSIONERS COURT REPORTS:

Pursuant to Texas Government Code Section 551.0415, the County Judge and the County Commissioners may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming County events; (5) information community events; and (6) announcements involving an imminent threat to public health and safety.

11

ADJOURN