

**CITY OF STARBASE, TEXAS
ORDINANCE NO. 2026-18**

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF STARBASE, TEXAS, AMENDING ORDINANCE NO. 2025-05-30-F05-OR, THE CITY'S RECORDS RETENTION POLICY ORDINANCE, TO REDESIGNATE THE RECORDS MANAGEMENT OFFICER AND EXTEND THE RECORDS MANAGEMENT OFFICER'S RESPONSIBILITIES TO THE STARBASE ECONOMIC DEVELOPMENT CORPORATION; PROVIDING FOR SAVINGS, REPEALING AND SEVERABILITY CLAUSES; PROVIDING AN EFFECTIVE DATE; AND FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS ORDINANCE WAS PASSED WAS OPEN TO THE PUBLIC AS REQUIRED BY LAW.

WHEREAS, on May 30, 2025, the City Commission of the City of Starbase, Texas, adopted Ordinance No. 2025-05-30-F05-OR (the "Records Retention Ordinance"), establishing a records retention policy, appointing a Records Management Officer, and adopting a records management plan for the City; and

WHEREAS, Section 4 of the Records Retention Ordinance designated the City Clerk to serve as Records Management Officer for the City; and

WHEREAS, the City Commission desires to redesignate the Records Management Officer position to the Data Governance and Project Manager, who, by virtue of that position's responsibilities, is well-suited to oversee the City's records management program; and

WHEREAS, the Starbase Economic Development Corporation ("EDC") is a local government corporation created under the Development Corporation Act and is subject to the requirements of the Local Government Records Act with respect to the creation, maintenance, and disposition of its records; and

WHEREAS, if the EDC so desires, the City Commission desires to extend the Records Management Officer's responsibilities to encompass EDC records, ensuring consistent and compliant records management across both the City and the EDC; and

WHEREAS, the City Commission finds that this amendment serves the public interest and promotes efficient, economical, and effective management of City records;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF STARBASE, TEXAS:

SECTION 1. Incorporation of Premises. The premises set forth above are incorporated herein as if set forth verbatim.

SECTION 2. Amendment of Section 4 of Ordinance No. 2025-05-30-F05-OR. Section 4 of Ordinance No. 2025-05-30-F05-OR is hereby amended to read as follows:

“SECTION 4. Records Management Officer. The Data Governance and Project Manager will serve as Records Management Officer for the City as provided by law and will develop policies and procedures to ensure that the maintenance, preservation, security, destruction, electronic storage, and other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act. The Records Management Officer’s responsibilities shall extend to the records of the Starbase Economic Development Corporation (“EDC”) if requested by the EDC, and the Records Management Officer shall work with the EDC Board of Directors and EDC staff to ensure that EDC records are created, maintained, and disposed of in accordance with applicable state law, including the Local Government Records Act and records retention schedules issued by the Texas State Library and Archives Commission. As provided by state law, each successive holder of the position shall file his or her name with the director and librarian of the Texas State Library and Archives Commission within thirty (30) days of the initial designation or of taking up such position, as applicable.”

SECTION 3. Notification. The Data Governance and Project Manager, upon taking up the designation as Records Management Officer, shall file his or her name with the director and librarian of the Texas State Library and Archives Commission within thirty (30) days of the effective date of this Ordinance, as required by state law.

SECTION 4. Severability. It is hereby declared to be the intention of the City Commission that the sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section 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 phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Commission without the incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 5. Repealer. This Ordinance shall be cumulative of all provisions of all ordinances of the City of Starbase affecting records retention and records management, as amended, and shall not repeal any of the provisions of such ordinances, except in those instances where provisions of such ordinances are in direct conflict with the provisions of this

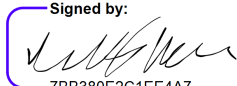
Ordinance. To the extent of any conflict between this Ordinance and Section 4 of Ordinance No. 2025-05-30-F05-OR, this Ordinance controls.

SECTION 6. Engrossment/Enrollment. The City Clerk is hereby directed to enroll and engross this Ordinance by reflecting the passage of this Ordinance in the minutes of the City Commission and by filing this Ordinance in the Ordinance Records of the City.

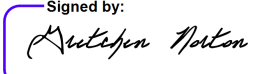
SECTION 7. Effective Date. This Ordinance shall become effective upon its passage.

PASSED AND APPROVED BY THE CITY COMMISSION OF THE CITY OF STARBASE, TEXAS on this 19th day of June, 2026.

CITY OF STARBASE, TEXAS

Signed by:

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Bobby Peden, Mayor

ATTEST:

Signed by:

DAD49BF2123C4F3...

City Clerk

APPROVED AS TO FORM:

Signed by:

897CEA84EA52485...

Caleb Rush, City Attorney

