

Chapter 42. County Records¹

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Subchapter A. General Provisions of Chapter

42.001 Authority

The Travis County Commissioners Court adopts this chapter under the authority of the laws of the State of Texas.

42.002 Intent of Chapter

Existing and emerging electronic communications technologies have become an integral part of efficiently and effectively conducting County business. Such technology has the potential to enhance employee productivity and provide a higher level of service to the residents of Travis County. With such technology in the work environment, however, the County must ensure that it continues to meet its legal obligations regarding public information and records retention. To that end, the Travis County Commissioners Court adopts these rules to create a consistent policy for processing written communications regarding county business on electronic communication devices.

42.003 Effective Date

This chapter becomes effective on the date the Commissioners Court adopts it.

42.004 Definitions

In this chapter:

¹ Chapter 42 was adopted by Travis County Commissioners Court on March 24, 2015, Item 33. Subchapter C was moved from Chapter 41 May 29, 2018, Item 8.

- (1) “County Account” means any County owned, leased, or controlled account issued to a County employee or agent for communicating or maintaining County Public Information. County Account includes email, text message, social media, and instant message accounts.
- (2) “County Device” means a County owned, leased, or controlled device issued to a County employee or agent for communicating County Public Information. County Device includes tablets, cell phones, and laptops.
- (3) “County Public Information” means information that is written, produced, collected, assembled, or maintained in connection with the transaction of official County business by a County employee or agent in the employee's or agent's official capacity. County Public Information includes emails, text messages, instant messages, social media content, images, and attachments.
- (4) “Personal Account” means an account that a County employee or agent uses for communication that is not County owned, leased, or controlled. Personal Account includes email, text message, social media, and instant message accounts.
- (5) “Personal Device” means any device that a County officer, employee, or agent uses for communication that is not County owned, leased, or controlled. Personal Device includes tablets, cell phones, and laptops.
- (6) “Record Retention Period” means the length of time that County Public Information must be kept according to Texas law as determined by the County's Local Government Records Management Officer.

[42.005 – 42.009 Reserved for Expansion]

Subchapter B. Records on Electronic Communications Devices

42.010 Conducting County Business

- (a) Whenever feasible County employees or agents will use a County Device or County Account to transmit the County's Public Information.
- (b) If circumstances require a County employee or agent to use a Personal Device or Personal Account to transmit the County's Public Information, the communication must be forwarded to a County Account for retention so long as the information's Record Retention Period requires it to be kept.
- (c) Once the County's Public Information has been forwarded to a County Account, the information will be retained according to the applicable Records Retention Period. The County employee or agent is responsible for any application or other technology needed to forward the County's Public Information to a County Account.

- (d) County executives will ensure that all of their respective employees or agents are trained on this policy. In addition, the County's Human Resources Management Department will train all new hires on this policy at employee orientation. A county employee or agent will acknowledge in a verifiable manner the training that was provided to them by their department or at employee orientation, whichever applies.

Subchapter C. Records Storage Policies²

42.021 Records Management Review of Records Storage³

The Records Management Officer will review records requested by Departments for storage in County storage facilities. These records will be reviewed by the Records Management Officer for determination of retention times and indexing for quick reference and access.

² Subchapter C and Section 41.011 were added originally to chapter 41 as Subchapter B, 41.011 by amendment on 1/30/1996 (Item 9). Subchapter C was moved to Chapter 42 and renumbered 42.021 May 29, 2018, Item 8.

³ 42.021 was corrected May 29, 2018, Item 8 to change reference to Records Management Department to Records Management Officer.