

THE STATE OF TEXAS §
 §
COUNTY OF WILLIAMSON §

AMENDMENT TO RECORDS MANAGEMENT ORDER

That on this, the 10th day of December 2024, the Commissioners Court of Williamson County, Texas, met in duly called and convened lawful Session at the County Courthouse in Georgetown, Texas, with the following members present:

Bill Gravell, Jr., County Judge, Presiding,
Terry Cook, Commissioner Precent One,
Cynthia Long, Commissioner Precent Two,
Valerie Covey, Commissioner Precent Three, and
Russ Boles, Commissioner Precent Four

Where, among other matters, came up for consideration and adoption the following AMENDED ORDER:

WHEREAS, Title 6, subtitle C, Local Government Code (Local Government Records Act) provides that a Texas County must establish by ORDER an active and continuing records management program to be administered by a Records Management Officer in relation to the records of its non-elected county offices and/or departments;

WHEREAS, on the 10th of May, 2011, the Commissioners Court of Williamson County adopted an ORDER to prescribe policies and procedures consistent with the Local Government Records Act; and

WHEREAS, Williamson County finds it necessary to amend the previous designation of a Records Management Officer to ensure the efficient management of county records and compliance with the Local Government Records Act;

NOW, THEREFORE, BE IT ORDERED BY THE COMMISSIONERS COURT OF WILLIAMSON COUNTY, TEXAS:

SECTION 5 SHALL BE AMENDED AS FOLLOWS:

DESIGNATION OF RECORDS MANAGEMENT OFFICER. The Warehouse Manager of Williamson County Information Technology Services, and the successive holders of said position, shall serve as Records Management Officer for Williamson County. As provided by state law, each successive holder of the office shall file his or her name with the director and librarian of the Texas State Library within thirty days of the initial designation or of taking up the office, as applicable.

All other sections of the ORDER which have not been specifically amended herein shall remain the same and shall continue in full force and effect.

The forgoing AMENDED ORDER was lawfully adopted by the Commissioners Court.

Bill Gravell Jr., Williamson County Judge