

Richard L. Tettamant,
Administrator

Brian F. Blake,
Assistant Administrator

Donald C. Rohan,
Assistant Administrator



D A L L A S
POLICE & FIRE
PENSION SYSTEM



Board of Trustees

Gerald Brown, Chairman
Gary W. Edge
Donald W. Hill
John M. Mays
Rector McCollum
Steven G. Shaw
Maxine Thornton-Reese
George J. Tomasovic
Steven H. Umlor
Richard H. Wachsman

CERTIFIED MAIL
7000 1530 0005 5022 7379

July 7, 2004

Dallas Public Fraud Prevention Services
PO Box 455
Addison, TX 75001-0455

RE: Open Records request dated June 14, 2004
ID# 0301-053

To Whom It May Concern:

On June 29, 2004, the City of Dallas forwarded your referenced open records request dated June 18, 2004, to the Dallas Police & Fire Pension System (the System) for response.

Attached per your request is a copy of the System's Records Management Policy.

Sincerely,

A handwritten signature in blue ink that reads 'Richard L. Tettamant'.

Richard L. Tettamant

cc: Mary Suhm, Interim City Manager
Dallas City Council Members
Mayor Laura Miller (w/o attachment)
Shirley Acy (w/o attachment)
File/07 07 2004 ID#0301-053.doc

RECORDS MANAGEMENT POLICY

Adopted August 14, 2003

RECORDS MANAGEMENT POLICY

WHEREAS, Title 6, Subtitle C, Local Government Code (Local Government Records Act), provides that each local government must establish an active and continuing records management program; and

WHEREAS, the Dallas Police and Fire Pension System desires to adopt a plan for that purpose and to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping; **NOW THEREFORE:**

SECTION 1. DEFINITION OF RECORDS OF THE DALLAS POLICE AND FIRE PENSION SYSTEM. All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the Dallas Police and Fire Pension System or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of the Dallas Police and Fire Pension System and shall be created, maintained, and disposed of in accordance with the provisions of this ordinance or procedures authorized by it and in no other manner.

SECTION 2. RECORDS DECLARED PUBLIC PROPERTY. All records as defined in Section 1 of this plan are hereby declared to be the property of the Dallas Police and Fire Pension System. No official or employee of the Dallas Police and Fire Pension System has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

SECTION 3. POLICY. It is hereby declared to be the policy of the Dallas Police and Fire Pension System to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of this office through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act and accepted records management practice.

SECTION 4. RECORDS MANAGEMENT OFFICER. The Administrator will serve as records management officer for the Dallas Police and Fire Pension System as provided by law and will ensure that the maintenance, destruction, electronic storage, or other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act.

SECTION 5. RECORDS CONTROL SCHEDULES. Appropriate records control schedules issued by the Texas State Library and Archives Commission shall be adopted by the records management officer for use in Dallas Police and Fire Pension System, as provided by law. Any destruction of records of the Dallas Police and Fire Pension System will be in accordance with these schedules and the Local Government Records Act.



D A L L A S
POLICE & FIRE
PENSION SYSTEM

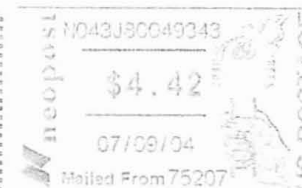


2301 North Akard Street
Suite 200
Dallas, Texas 75201

CERTIFIED MAIL



7000 1530 0005 5022 7379



Fraud Investigations
Dallas Public Fraud Prevention Services
P.O. Box 455
Addison, TX 75001-0455

CERTIFIED MAIL 7000 1530 0005 5022 7379

75001%0455 8005

