



## Blanco-Pedernales Groundwater Conservation District

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### **RESOLUTION NO. 20260416-3**

#### **STATE OF TEXAS**

#### **COUNTY OF BLANCO**

***A RESOLUTION ADOPTING THE DISTRICT'S RECORDS MANAGEMENT POLICY,  
RATIFYING THE DESIGNATION OF THE GENERAL MANAGER AS RECORDS  
MANAGEMENT OFFICER, AND CERTIFYING COMPLIANCE WITH THE TEXAS LOCAL  
GOVERNMENT RECORDS ACT***

**WHEREAS**, the Blanco-Pedernales Groundwater Conservation District (the "District") is a political subdivision of the State of Texas subject to the Texas Local Government Records Act, Chapter 201 et seq. of the Texas Local Government Code (the "Act"); and

**WHEREAS**, Local Government Code §203.026 mandates that the governing body of a local government shall adopt a records management policy that designates a Records Management Officer (RMO) to administer the District's records program; and

**WHEREAS**, the Board of Directors has prepared a comprehensive Records Management Policy (attached hereto as Exhibit A) that establishes procedures for the creation, maintenance, and disposition of District records, explicitly designates the General Manager as the RMO, and adopts specific retention schedules for General, Elections, and Tax records; and

**WHEREAS**, the Board finds that Erik Kubinski, currently serving as General Manager, has been effectively performing the duties of the RMO since July 8, 2024, in accordance with the District's operational needs; and

**WHEREAS**, to ensure full compliance with the Act and to formalize the chain of responsibility, the Board desires to adopt the attached Records Management Policy and ratify the designation of the General Manager as the RMO, effective retroactively to July 8, 2024; and

**WHEREAS**, the Board further desires to certify that the District's records control schedules comply with the retention schedules issued by the Texas State Library and Archives Commission (TSLAC), specifically including Schedule GR (Records Common to All Governments), Schedule EL (Elections & Voter Registration Records), and Schedule TX (Records of Property Taxation); and

**WHEREAS**, the District's records management program requires documented Standard Operating Procedures (SOPs) for each adopted records control schedule to ensure consistent and compliant administration of records creation, maintenance, and disposition; and

**WHEREAS**, the Board recognizes that comprehensive training on such SOPs is essential to ensure that all District staff understand and properly execute their records management responsibilities in accordance with the Act and the adopted schedules;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BLANCO-PEDERNALES GROUNDWATER CONSERVATION DISTRICT:**

**SECTION 1. ADOPTION OF RECORDS MANAGEMENT POLICY.** The Board hereby adopts the Records Management Policy attached hereto as Exhibit A. This policy shall govern the administration, retention, and disposition of all District records in accordance with the Texas Local Government Records Act.

**SECTION 2. RATIFICATION AND DESIGNATION OF RECORDS MANAGEMENT**

**OFFICER.** The Board hereby ratifies the designation of Erik Kubinski as the Records Management Officer (RMO) effective July 8, 2024, and confirms their continued designation in this capacity.

Pursuant to the adopted Records Management Policy (Exhibit A), this designation is attached to the office of the General Manager. Consequently: (A) The individual currently holding the title of General Manager serves as the RMO; (B) Should the position of General Manager become vacant or be filled by a different individual, the successor shall automatically assume the duties and responsibilities of the RMO; and (C) To ensure the public record remains

accurate and to satisfy TSLAC filing requirements, the Board shall convene promptly to adopt a new resolution formally designating the successor as the RMO upon any change in personnel.

**SECTION 3. DUTIES OF THE RMO.** The designated RMO shall be responsible for: (A) Developing and implementing records management policies and procedures; (B) Ensuring compliance with the duties of the RMO under LGC §203.023; (C) Ensuring compliance with Electronic Standards and Procedures under LGC §205.002; (D) Preparing and maintaining Records Control Schedules for all District records as required by LGC §203.041(a); and (E) Serving as the primary liaison with the Texas State Library and Archives Commission (TSLAC).

**SECTION 4. CERTIFICATION OF COMPLIANCE.** The Board hereby certifies that the District has complied with the requirement under Local Government Code §203.026 to designate a Records Management Officer. The Board confirms that the designation of Erik Kubinski as the Records Management Officer (RMO), effective July 8, 2024, satisfies the statutory obligation to appoint a qualified officer to administer the District's records management program.

**SECTION 5. SOP DOCUMENTATION AND TRAINING REQUIREMENT.** The District staff, under the direction of the Records Management Officer, shall complete the documentation of Standard Operating Procedures for all records control schedules adopted under this Resolution, including Schedule GR (Records Common to All Governments), Schedule EL (Elections & Voter Registration Records), and Schedule TX (Records of Property Taxation), and shall complete training on such SOPs for all applicable personnel, as soon as practicable.

**SECTION 6. AUTHORIZATION TO FILE.** The General Manager, in their capacity as RMO, is hereby authorized and directed to execute and file Form SLR 508 - Declaration of Compliance with the Records Scheduling Requirements of the Local Government Records Act with the Texas State Library and Archives Commission, State and Local Records Management Division. The form shall reflect the name of the individual designated in Section 2, reference the adoption of the Records Management Policy (Exhibit A), and confirm compliance with Schedules GR, EL, and TX.

**SECTION 6. EFFECTIVE DATE.** This Resolution shall take effect immediately upon its adoption, with the designation of the RMO deemed effective retroactively to July 8, 2024.

**ADOPTED** this 16<sup>th</sup> day of April 2026, by the Board of Directors of the Blanco-Pedernales Groundwater Conservation District.



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**Jimmy Klepac**, Board President

Date: April 16, 2026



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**Greg Stevens**, Board Secretary

Date: April 16, 2026

## EXHIBIT A

### **RECORDS MANAGEMENT POLICY**


The Texas Local Government Records Act (Title 6, Subtitle C, Local Government Code) requires each local government to establish an active records management program; and the Blanco-Pedernales Groundwater Conservation District (the "District") desires to adopt a plan consistent with the Act for cost-effective recordkeeping; now therefore:

**SECTION 1. DEFINITION OF RECORDS OF THE BLANCO-PEDERNALES GROUNDWATER CONSERVATION DISTRICT.** All documents, papers, letters, books, maps, photographs, sound or video recordings, 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 District or any of its officers or employees pursuant to law or in the transaction of public business, are declared to be the records of the District 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 declared to be the property of the District. No official or employee of the District 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 the policy of the District to provide efficient controls over the creation, maintenance, use, and disposition of all records through integrated procedures consistent with the Local Government Records Act. This policy applies to all employees, agents, contractors, and volunteers.

**SECTION 4. RECORDS MANAGEMENT OFFICER.** The General Manager shall serve as Records Management Officer for the District 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, including compliance with Electronic Standards and Procedures under LGC §205.002.

This designation is attached to the office of the General Manager. In the event of a vacancy in the position of General Manager or a change in personnel, the individual assuming the office of General Manager shall automatically assume the duties and responsibilities of the Records Management Officer. The Board of Directors shall subsequently adopt a new resolution formally designating the successor as the Records Management Officer upon any change in personnel.

**SECTION 5. RECORDS CONTROL SCHEDULES.** The following records control schedules issued by the Texas State Library and Archives Commission are hereby adopted for use in the District, as provided by law:

1. Schedule GR: Records Common to All Governments;
2. Schedule EL: Elections & Voter Registration Records; and
3. Schedule TX: Records of Property Taxation.

The Records Management Officer shall prepare amendments to the schedules as needed to reflect new records created or received by this office, or revisions to retention periods established in a records retention schedule issued by the Commission. Any destruction of records of the District will be in accordance with these schedules and the Local Government Records Act.