

CERTIFICATE OF RESOLUTION
ADOPTING RECORDS MANAGEMENT SCHEDULES AND POLICIES

THE STATE OF TEXAS §
COUNTY OF HARRIS §
HARRIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 92 §

We, the undersigned officers of the Board of Directors (the "Board") of Harris County Water Control And Improvement District No. 92 (the "District"), hereby certify as follows:

1. The Board convened in regular session, open to the public, on the 3rd day of August, 2015, at a meeting place outside the boundaries of the District, and the roll was called of the members of the Board, to-wit:

Joe Wright	-	President
Donald H. Roberts, Jr.	-	Vice President/Treasurer
Tom Ellison	-	Secretary
Charles R. Hart	-	Assistant Secretary
Randal G. Weber	-	Assistant Secretary

All members of the Board were present except the following absentees: all present thus constituting a quorum. Whereupon, among other business, the following was transacted at such meeting:

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was duly introduced for the consideration of the Board. It was then duly moved and seconded that such Resolution be adopted; and, after due discussion, such motion, carrying with it the adoption of said Resolution, prevailed and carried by the following vote:

AYES: All Present

NOES: None

2. A true, full, and correct copy of the aforesaid Resolution adopted at the meeting described in the above and foregoing paragraph is attached to and follows this Certificate; such Resolution has been duly recorded in said Board's minutes of such meeting; the above and foregoing paragraph is a true, full, and correct excerpt from the Board's minutes of such meeting pertaining to the adoption of such Resolution; the persons named in the above and foregoing paragraph are the duly chosen, qualified, and acting officers and members of the Board as indicated therein; each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance of the time, place, and purpose of such meeting and that such Resolution would be introduced and considered for adoption at such meeting and each of such officers and members consented, in advance, to the holding of such meeting for such purpose; such meeting was open to the public, as required by law, and public notice of the time, place and purpose of such meeting was given as required by V.T.C.A. Government Code, Chapter 551, as amended.

SIGNED AND SEALED this August 3, 2015.




President, Board of Directors

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WHEREAS, Texas Local Government Code, Title 6, Subtitle C, Chapter 201 requires special purpose districts, such as Harris County Water Control And Improvement District No. 92 ("the District"), to develop and maintain records management and retention policies;

WHEREAS, the District, by Order Establishing Records Management Program (the "Order") on December 2, 1990, appointed Coats, Rose, Yale, Ryman, & Lee, P.C. ("Coats Rose") as Records Management Officer to develop a records management retention schedule based on the District's needs, and to maintain the District's records;

WHEREAS, Coats Rose, pursuant to the Order, has investigated the District's records and has made a determination that adopting the Texas State Library and Archive Commission's (the "Commission") records retention schedules, as they pertain to government bodies in general and water utility districts, are cost-effective and efficient records management schedules;

WHEREAS, the District has determined that adopting the Texas State Library and Archive Commission's record management and retention schedules are sufficient and cost-efficient; and

WHEREAS, the District, pursuant to the Order, desires to implement the following records management schedules and policies, in addition to those set forth in the Order;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF HARRIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 92 THAT:

Section 1: The Board of Directors hereby adopts the following records retention schedules established by the Commission as applicable to local governments, water districts, and public works: Local Schedule GR, Local Schedule UT, Local Schedule EL, and Local Schedule PW, as they may be amended from time to time.

Section 2: The Board of Directors hereby establishes that the schedules described above shall be kept in the District's Administrative Office and shall be updated as the schedules are amended by the Commission from time to time.

Section 3: The Board of Directors hereby establishes that all offices, consultants, divisions, programs, commissions, bureaus, boards, committees, or similar entities of the District are bound by these records retention schedules, and all records shall be created, maintained, stored, microfilmed, or disposed of in accordance with such schedules.

Section 4: The Board of Directors hereby incorporates all policies and procedures included in the Order as part of its Records Management Policies.

Section 5: This Resolution constitutes official action by the Board of Directors of the District concerning the foregoing tax exemptions.

PASSED AND APPROVED this August 3, 2015.


President, Board of Directors

ATTEST:


Secretary, Board of Directors

