

# Memorandum



CITY OF DALLAS

DATE April 5, 2024

TO Honorable Mayor and Members of the City Council

SUBJECT **eDiscovery Compliance with Texas Government Code Chapter 552 – Texas Public Information Act**

During the 2019 Texas Legislature, Texas Senate Bill 944 (S.B. 944) was enacted. S.B. 944 updated Texas Government Code, Chapter 552, and introduced several provisions related to records management and transparency of municipal government. These provisions place additional responsibility on the City of Dallas, including elected, appointed, or employed individuals, to comply with the Texas Public Information Act.

In order to comply with the requirements of the Texas Public Information Act, specifically S.B. 944, Information Technology Services (ITS) is mandating that all individuals serving in elected, appointed, or employed capacities be issued and use City of Dallas email accounts in performing their official duties with the City. This adjustment in City protocols aims to enhance security and transparency, facilitating the efficient collection of electronic data for legal and open record requests. Additionally, this modification is expected to enhance calendar management, thereby streamlining meeting scheduling processes.

The issuance of the City of Dallas email accounts will require elected, appointed, and employed individuals to sign into the City's single sign-in software. This software uses the latest security protocols, such as multi-factor authentication, to protect the City's network. ITS will control access to critical information through this process. In addition to the security benefits, ITS will also provide the appropriate training and support required as a component of participation in whatever capacity the individual serves. Additionally, ITS will work with the Mayor and City Council (MCC) team and staff to effectuate these changes immediately for the members of the City's Boards and Commissions.

The changes will ensure the City remains in compliance with all regulations as mandated by the Texas Public Information Act and all updates. The additional protocols also meet all applicable Federal laws and guidelines. We thank you for your support and cooperation.

A handwritten signature in black ink, appearing to read 'William Zielinski', written over a blue horizontal line.

William Zielinski  
Chief Information Officer

c: Tammy Palomino, City Attorney  
Mark Swann, City Auditor  
Billerae Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Kimberly Bizzor Tolbert, Deputy City Manager  
Jon Fortune, Deputy City Manager

Majed A. Al-Ghafry, Assistant City Manager  
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager  
Dr. Robert Perez, Assistant City Manager  
Jack Ireland, Chief Financial Officer  
Genesis D. Gavino, Chief of Staff to the City Manager  
Directors and Assistant Director

