



# Texas State Library and Archives Commission

## State and Local Records Management

PO Box 12927 • Austin, Texas 78711-2927 • Telephone 512-452-9242

### Declaration of Compliance with the Records Scheduling Requirement of the Local Government Records Act

(Submitted pursuant to § 203.041(a)(2), Local Government Code)

\_\_\_\_\_  
Name of Government

\_\_\_\_\_  
Address

\_\_\_\_\_  
City and Zip

\_\_\_\_\_  
Telephone

As records management officer for the local government or elective county office named, I hereby declare, that in lieu of filing records control schedules, we have adopted records control schedules that comply with minimum requirements established on records retention schedules issued by the Texas State Library and Archives Commission (as checked below) for use in our records management program. In doing so, I also certify that the administrative rules for electronic records, adopted by the commission under § 205.003(a), Local Government Code, will be followed for records subject to the rules. I understand that:

(1) the validity of this declaration is contingent on its acceptance for filing by the commission;

(2) if we have previously filed documentation with the commission in which we declared our intent to retain all records permanently, we must attach amended documentation to this declaration before it can be accepted for filing;

(3) the records control schedules adopted by this declaration may be amended by filing for approval a Supplemental Records Control Schedule (SLR Form 509) on which are listed proposed retention periods for records that do not appear on schedules issued by the commission (as checked below);

(4) if a Supplemental Records Control Schedule is not filed, we must file a Request for Authorization to Destroy Unscheduled Records (SLR 501) in order to destroy records that do not appear on schedules issued by the commission (as checked below);

(5) the commission will supply us with subsequent editions of any schedules issued by the commission (as checked below) and supplemental forms for declaring compliance with amended requirements; and

(6) should we file locally developed records control schedules under § 203.041(a)(1), Local Government Code, retention periods on any approved locally developed schedule shall prevail over those in any schedule adopted by this declaration in the event of any conflict.

Check those schedules issued by the commission with which your records control schedules, adopted by this declaration, comply:

- |  |  |
|--|--|
| <input type="checkbox"/> Schedule CC (Records of County Clerks)                    | <input type="checkbox"/> Schedule LC (Records of Justice and Municipal Courts) |
| <input type="checkbox"/> Schedule DC (Records of District Clerks)                  | <input type="checkbox"/> Schedule PS (Records of Public Safety Agencies)       |
| <input type="checkbox"/> Schedule EL (Records of Elections and Voter Registration) | <input type="checkbox"/> Schedule PW (Records of Public Works and Services)    |
| <input type="checkbox"/> Schedule GR (Records Common to All Governments)           | <input type="checkbox"/> Schedule SD (Records of Public School Districts)      |
| <input type="checkbox"/> Schedule HR (Records of Public Health Agencies)           | <input type="checkbox"/> Schedule TX (Records of Property Taxation)            |
| <input type="checkbox"/> Schedule JC (Records of Public Junior Colleges)           | <input type="checkbox"/> Schedule UT (Records of Utility Services)             |

Texas State Library and Archives Commission Use Only	
Accepted for Filing:	
Date:	SLR508 (8-95)

Name (printed or typed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Instructions for Completing Form SLR 508

### Declaration of Compliance with the Records Scheduling Requirement of the Local Government Records Act

Completion of this form is largely self-explanatory, but records management officers should keep the following in mind when preparing the form for submission.

- Before submitting this declaration, make certain that you have the latest editions of the records retention schedules issued by the commission (see enclosed list) that are applicable to the records of your government. If you do not have the latest editions, contact the State and Local Records Management Division.
- Elective county officers should indicate both their county and office (and precinct number, if applicable) under the name of the government. For example, Travis County Commissioner #3.
- Declarations must be signed by the designated records management officer of the local government or elective county office. Declarations not signed by the records management officer will be returned for re-submission.
- Do not declare the adoption of records control schedules that comply with schedules issued by the commission that are inapplicable to the records of your government. For example, a school district should not check Local Schedule CC, which is used exclusively by county clerks. Declarations indicating compliance with inappropriate schedules will be returned for re-submission.
- If the policy statement (for elective county offices) or ordinance, order, or resolution (for local governments) you previously filed with the commission declares the intent to retain all records of your office or government permanently, you must submit amended documentation with this form, withdrawing that intent, to make this declaration acceptable for filing.

*A copy of this form indicating its acceptance for filing will be returned to the records management officer.*

For questions concerning the use of this form or the management of local government records, please call our government records consultant for your region or 512-452-9242.