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[Home](#) > **Records Management**

 **Forms**

 **Laws and Rules**

 **Local Retention Schedules**

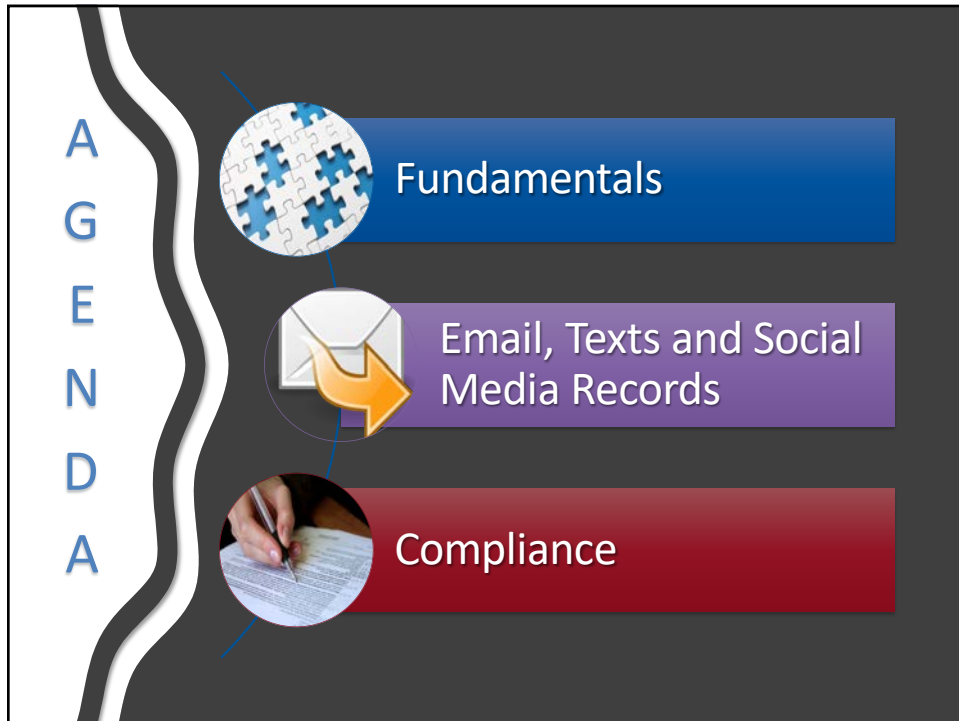
 **Training**

 **The Texas Record Blog**

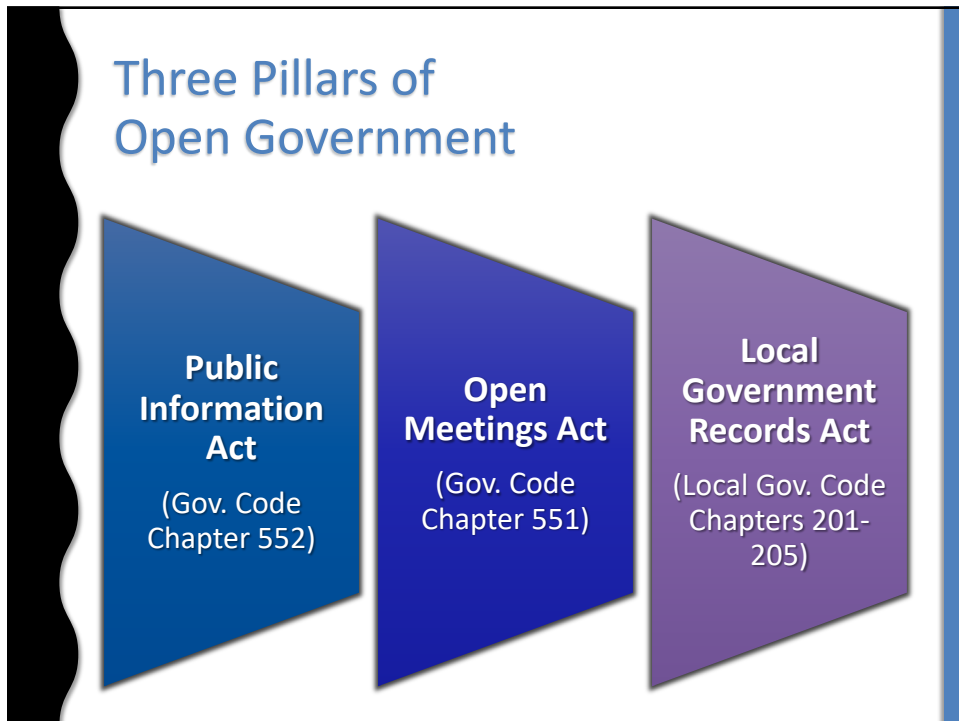
 **Contact Us**

512-463-7610  
[slrminfo@tsl.texas.gov](mailto:slrminfo@tsl.texas.gov)

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## Local Government Records Act

- **Improve** efficiency and economic operation of government.
- **Preserve** records of permanent and historical value.
- **Provide** impartial access to records management assistance.
- **Establish** standards and procedures for managing local government records.



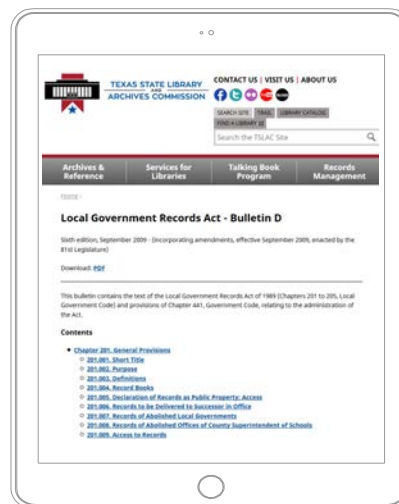
LGC § 201.002 Purpose

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## Laws Published as Bulletin D

<http://bit.ly/bulletind>

- Definitions
- Local authority
- Role of RMO
- Compliance requirements



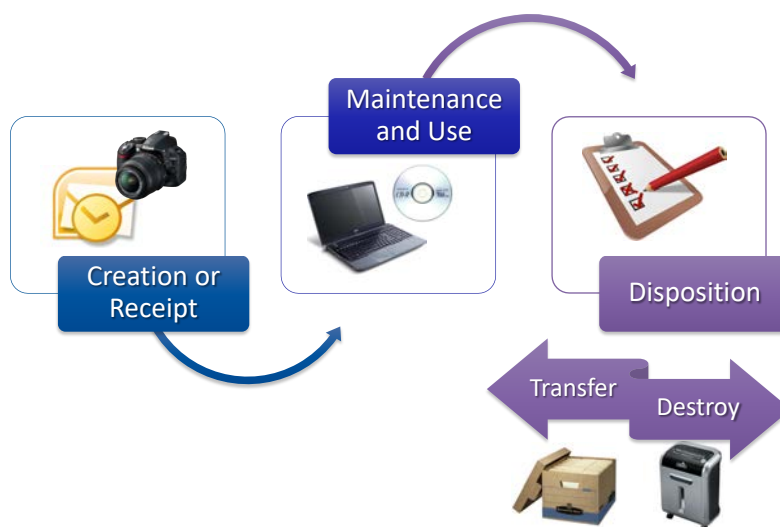
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*“The application of management techniques to the **creation, use, maintenance, retention, preservation, and disposal** of records for the purposes of reducing the costs and improving the efficiency of recordkeeping.”*

LGC §201.003

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## The Records Life-Cycle



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## A Local Government Record:

- Documents the transaction of public business
- Is created or received by a local government
- Is a record whether it is open or closed
- May exist in any medium



LGC §201.003

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## Non-Records



Convenience Copies



Blank Forms and Stocks of Publications



Library or Museum Materials



Alternative Dispute Resolution Working Files

LGC §201.003

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## A Retention Schedule:

- Lists all **records series** with mandatory **minimum retention periods**.
- Schedules are **media-neutral**.
- **Benefits:**
  - Comply with laws and provide legal protection.
  - Convey retention rules to agency staff.
  - Identify, secure, and protect vital records.

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## Elements of a Retention Schedule

Record Number	Record Title	Record Description	Retention Period	Remarks
GR1050-56	TIME AND ATTENDANCE REPORTS	Time cards or sheets	4 years	By regulation - 40 TAC 815.106(i).
Unique # assigned by TSLAC	What TSLAC calls this series	The scope; what kinds of records would be classified here	Minimum amount of time the records must be kept.	Citations or other notes affecting the retention

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## TSLAC Local Retention Schedules

CC	Records of County Clerks
DC	Records of District Clerks
EL	Records of Elections and Voter Registration
GR	<b>Records Common to All Local Governments</b>
HR	Records of Public Health Agencies
JC	Records of Public Junior Colleges
LC	Records of Justice and Municipal Courts
PS	<b>Records of Public Safety Agencies (Police, Fire, EMS, ME, etc.)</b>
PW	Records of Public Works and Other Government Services
SD	Records of Public School Districts
TX	Records of Property Taxation
UT	Records of Utility Services

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## Local Schedule GR (General)

- Retention Schedule for Records Common to All Local Governments
  - Part 1: Administrative Records
  - Part 2: Financial Records
  - Part 3: Personnel and Payroll Records
  - Part 4: Support Services Records
  - Part 5: Information Technology Records

<https://www.tsl.texas.gov/slr/localretention>

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## Local Schedule PS

- Retention Schedule for Records of Public Safety Agencies
  - **Part 1: Records Common to All Public Safety Agencies**
  - Part 2: Law Enforcement Records
  - Part 3: County Medical Examiner Records
  - **Part 4: Fire Fighting and Emergency Medical Service Agencies**
  - Part 5: Records of Community Supervision and Corrections (Adult Probation) Departments
  - Records of County, District, and Criminal District Attorneys

<https://www.tsl.texas.gov/slr/localretention>

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## ESD FAQ

**“What if the operational records of the ESD are retained by a non-governmental service provider, *not* the ESD?”**

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## Fire Protection Providers:

- Subject to all rules and regulations as if the organization were a local government if:
  - Provides fire protection to a local government entity for profit under a contract or other agreement; and
  - Would be a fire department if the organization were a department of a local government entity.
- 37 TAC 495.201 (Rules of the TCFP)



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## EMS Providers:

- Contract should include a provision about abiding by the ESD's records retention schedule.
- Must comply with Texas Medical Board retention rules.
- Recommendation of the Texas Department of State Health Services; no law in the EMS Act speaking directly to this issue.



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Record Number	Record Title	Record Description	Retention Period	Remarks
PS4450-02	EMERGENCY MEDICAL SERVICE RUN REPORTS	Emergency ambulance run activity reports, advanced life-support report forms, and similar records pertinent to documenting the condition and treatment of sick or injured persons by emergency medical personnel.		
PS4450-02a	EMERGENCY MEDICAL SERVICE RUN REPORTS	Treatment rendered.	6 years, 3 months from date service rendered, or until the patient's 20th birthday, whichever later.	
PS4450-02b	EMERGENCY MEDICAL SERVICE RUN REPORTS	Treatment refused.	2 years.	

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## Permanent ESD Records:

- Board Meeting Minutes (GR1000-03a)
- Resolutions (GR1000-05)
- Annual Budgets (GR1025-04a)
- Annual Financial Reports (GR1025-07b)



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## Managing Email Records

- Email is a **format**, not a type of record.
- Determine retention by the **content** of the email.
  - Same criteria as paper records.
- Includes email sent on personal devices or in personal accounts if they document the transaction of government business.



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## Who Has the Record Copy?

- **Custodian:** The person who has the record copy, which needs to be kept for the full retention period.
- **Sender** is typically custodian of the record copy.
- **Recipient** may also need to retain a copy if email directs them to take an action or document an action taken from the sender.



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## Common Series for Email

### Correspondence – GR1000-26

- Administrative – 4 years (review for historical value)
- General – 2 years
- Routine – AV (as administratively valuable)



### Complaints – GR1000-24

- Resolution + 2 yrs

### Public Information Act Requests – GR1000-34

- Non-exempted or withdrawn – Date request for records fulfilled or withdrawn + 1 year.
- Exempted – Date of notification that records requested are exempt from disclosure + 2 years.

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## Transitory Information

- Temporary usefulness - Not essential to documenting business, fulfilling statutory obligations, and not regularly filed within your office's recordkeeping system
- Examples:
  - Outlook meeting reminder
  - Telephone message
  - "Where are you?" text



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## Managing Email *Can* Become an Easier Task

### Take Small Steps

- Don't aim to clean out your inbox all in one day.

### Devote 5-10 minutes a day

- If possible, designate specific times to check and manage emails.

### Make it habitual!

- "Clean as you go". Be consistent and stick with it.

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## Text Message Records

- Government officials texting during open meetings.
- Public Information Requests filed with the city.
- OAG: text messages about city business **are** subject to the Public Info Act.



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The general forms in which the media containing public information exist include a book, paper, letter, document, e-mail, Internet posting, **text message**, instant message, other electronic communication, printout, photograph, film, tape, microfiche, microfilm, photostat, sound recording, map, and drawing and a voice, data, or video representation held in computer memory.

Gov Code, §552.002 – Public Information Act

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## New Legislation: S.B. 944 – Amendment to Public Information Act

- “Temporary Custodian” – past or present officer or employee creating or receiving public government records on a personal device.
- Must:
  - Forward or transfer records to the governmental body; or
  - Preserve the public information in its original form on the privately-owned device.



<https://www.texasattorneygeneral.gov/open-government>

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## Managing Text Messages

- Don't create government records in this format. Use email, phone, or talk in person.
- If necessary, use separate devices/accounts for work and personal use.
- If messages are government records, decide how to capture them:
  - Screenshot, save image
  - Forward to email



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## Social Media Records

### BuzzFeedNews This Guy Responded To Cops Who Posted His Mugshot On Facebook And...

Posted on December 6, 2018, at 7:30 p.m. ET

[Tweet](#) [Share](#) [Copy](#)

A police department in Washington state made a lot of people laugh this week with a back and forth Facebook exchange with a criminal who had a warrant out for his arrest for allegedly violating his probation.



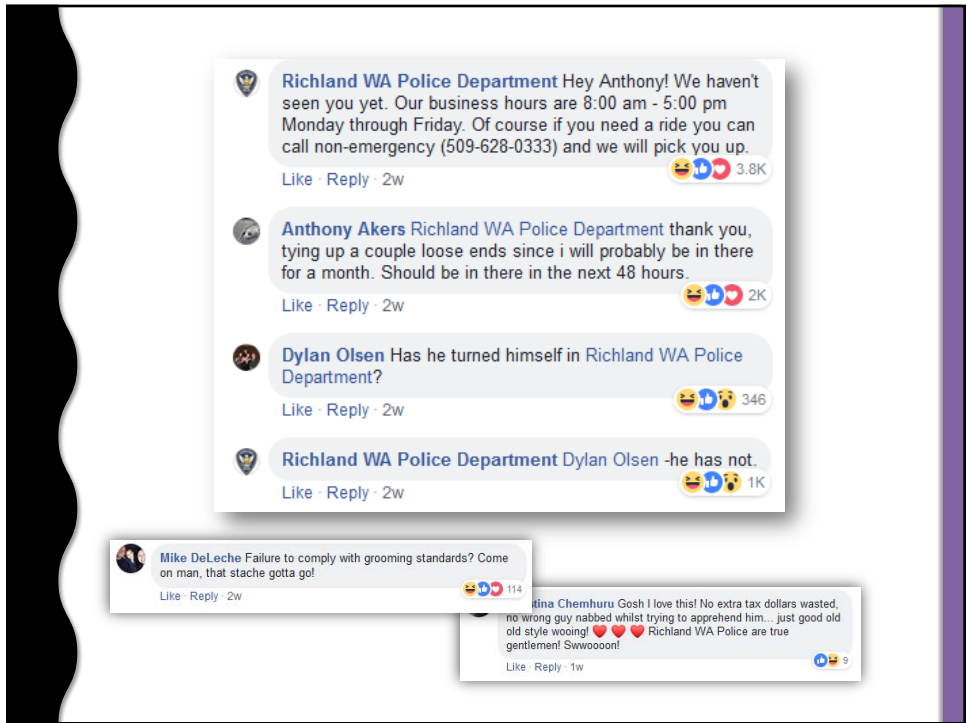
Anthony Akers Calm down, im going to turn myself in. 🤔👍👎 12K

Like · Reply · 2w

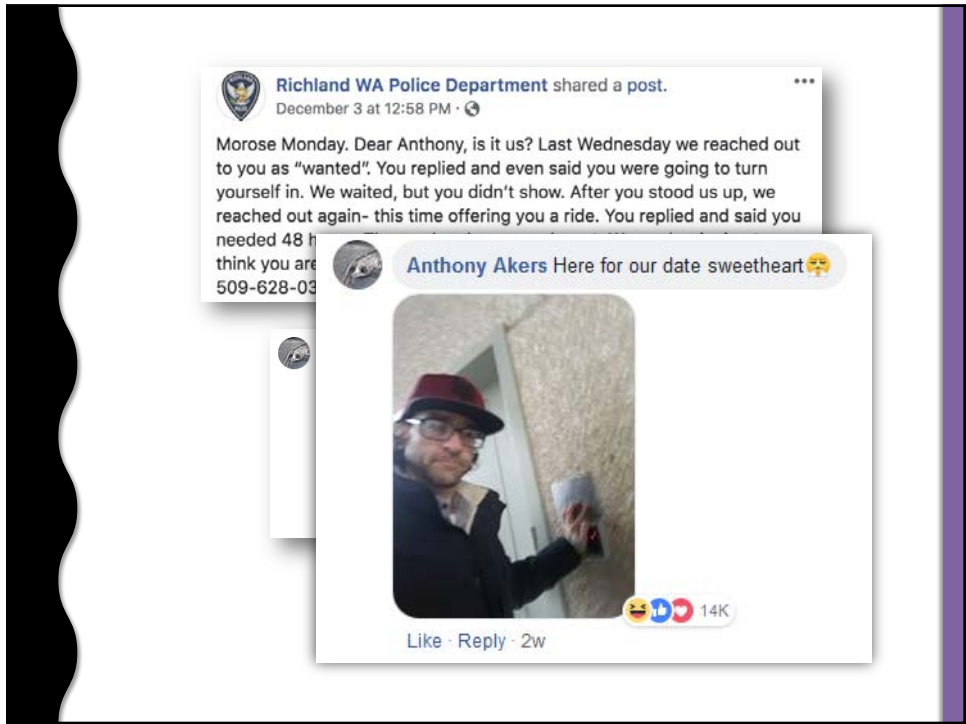


Richmond Police Department

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## Managing Social Media Records

Social Media is public information.

Usage of social media by a local government results in records retention and public access obligations.

Developing a Social Media Strategy will help satisfy those obligations.

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### Ransomware attack hits Texas local governments

Travis County said it was not affected by the attack.

Author: KVUE Staff  
Published: 4:35 PM CDT August 17, 2019  
Updated: 7:34 PM CDT August 17, 2019

**AUSTIN, Texas** — Nearly two dozen Texas local governments have been hit with a ransomware attack, according to the Texas Department of Information Resources (DIR).

Travis County has not been affected by the attack, which impacted 23 entities across Texas, a spokesperson told KVUE on Saturday. The State of Texas systems and networks have not been impacted. The attack came from "one single threat actor," DIR said. Investigations into the incident are ongoing.

DIR said on Friday it was coordinating state agency support through the Texas State Operations Center.

DIR, the Texas Military Department and the Texas A&M University System's Cyberresponse and Security Operations Center will deploy resources to the most critically impacted jurisdictions, with further resources deployed as needed.

The FBI is assisting with the response.

## TECHNOLOGY THREATS

- Unsecured networks, viruses, denial-of-service attacks
- Ransomware – a cyberthreat to publish records or block access to them by demanding a sum of money as ransom.

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## Ransomware Prevention

- Records-related tips from DIR:
  - Modernize legacy systems and ensure software is as current as possible.
  - Limit the granting of administrative access.
  - Perform regular, automated backups and keep the backups segregated.



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## COMPLIANCE

Review the 3 Elements of Compliance:

- Designating a Records Management Officer (RMO)
- Filing a records management policy
- Declaration of Compliance

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*“The records management officer in each local government shall:*

*(1) assist in establishing and developing policies and procedures...*


*(2) administer the records management program...”*

LGC §203.002 and §203.023

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## Designation of RMO

- File RMO contact information with TSLAC
  - Form SLR 504
- Signed by the RMO designated in policy.
- Update within **30 days** of personnel change.
- Option to be subscribed to *The Texas Record blog* for news and updates.



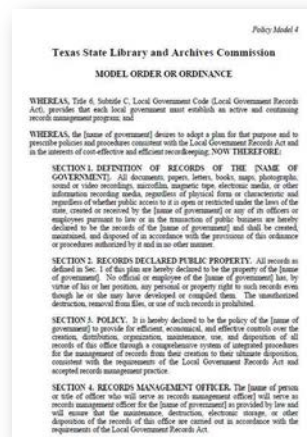
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*“...each governing body by ordinance or order, as appropriate, shall establish a records management program to be administered by the records management officer.” – LGC §203.026*

## Compliance Element 1: Records Management Policy

### Model Order or Ordinance for Small Local Governments (Policy Model 4)

- Designates RMO
- Must be accompanied by minutes or signatures certifying its adoption by your Board.



# DO YOU HAVE A POLICY ON FILE WITH TSLAC?



**YES!**



**NO!**



**I DON'T KNOW!**

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## Declaration of Compliance

- **Form SLR 508** – Adopt the retention schedules that apply to the records maintained by your office
- Signed by RMO designated in policy and mail hard copy to TSLAC for filing.

I declare that this local government will comply with the retention schedule:

Schedule GR (Records Common to All Governments)

I declare compliance with the following additional retention schedules issued by the commission:  
(check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Schedule CC (Records of County Clerks)                    | <input type="checkbox"/> Schedule PS (Records of Public Safety Agencies)    |
| <input type="checkbox"/> Schedule DC (Records of District Clerks)                  | <input type="checkbox"/> Schedule PW (Records of Public Works and Services) |
| <input type="checkbox"/> Schedule EL (Records of Elections and Voter Registration) | <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)          |
| <input type="checkbox"/> Schedule LC (Records of Justice and Municipal Courts)     |   |

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## Download Forms and Templates

- SLR 504 – Designation of RMO
- SLR 508 – Declaration of Compliance
- Policy models for non-elected offices
- Sample inventory worksheet and disposition log

<https://www.tsl.texas.gov/slr/forms>



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## BULLETIN F:

“...preserve valuable historic records by establishing **minimum and enhanced storage standards** for pre-1951 court records and permanent records held by local governments.”

- Records in storage
- Paper records



<https://www.tsl.texas.gov/slr/pubs/bulletinf>

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## Required Minimum Storage Conditions



Environmental hazards  
and unauthorized  
access



Direct exposure to  
sunlight



Contact with the floor



Fire \*



Flood water \*

\* Required only for structures built after April 7, 2015.

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## Optional Enhanced Storage Conditions



Operational fire  
suppressant system



Pest management  
program



Use appropriate  
shelving



Install UV filters and  
limit fluorescent light



Store records in  
archival quality boxes



Environmental controls  
for temperature and  
humidity

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## Storage Security

- Keep sensitive records secure in a locked, limited-access area.
- Establish rules or procedures for allowing access to storage areas.
- Lost or damaged records may be unrecoverable.



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## Storage Site Inspections

- Make it routine.
  - Quarterly, semi-annual, annual
- Identify potential hazards and be pro-active!
  - Pests
  - Water/mold
  - Proper shelving
  - Fire-protection and suppression
- Create or update a disaster plan.



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## We Can Do Even More

- TSLAC Storage Services
  - <https://www.tsl.texas.gov/slr/storage>
- TSLAC Imaging and Microfilm Services
  - <https://www.tsl.texas.gov/slr/imaging-micro>

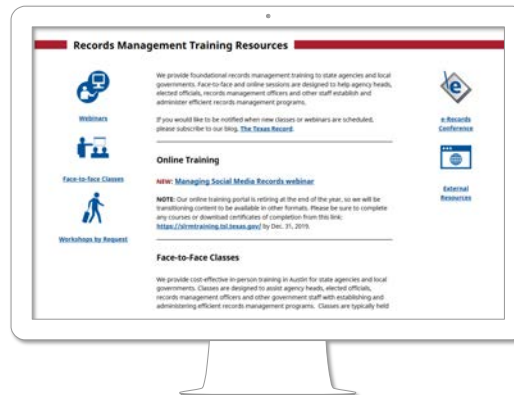


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## Training Resources

<https://www.tsl.texas.gov/slr/training>

- Webinars
- Conferences
- Regional workshops



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# The Texas Record Blog

<https://www.tsl.texas.gov/slr/blog/>

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- Announcements
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## QUESTIONS?

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