

The background of the slide is a photograph of a desk. On the left, there is a stack of papers and a small tray. In the center, a laptop is open, and its keyboard is visible on the right. The lighting is warm and soft, creating a professional yet approachable atmosphere.

# Records Retention for ESDs

**Presented By:**

The Texas State Library and Archives Commission,  
Rebecca Hanna



“Record”  
is paper.

**Mary!**

- Never trained on records management.
- Records management not her expertise.

10 years

Tomorrow

Permanent

1 year



Please send over documentation showing you approved Helen's time out.

What would have happened if request was part of PIA?



Should have been kept:  
Fiscal Year End +  
3 years



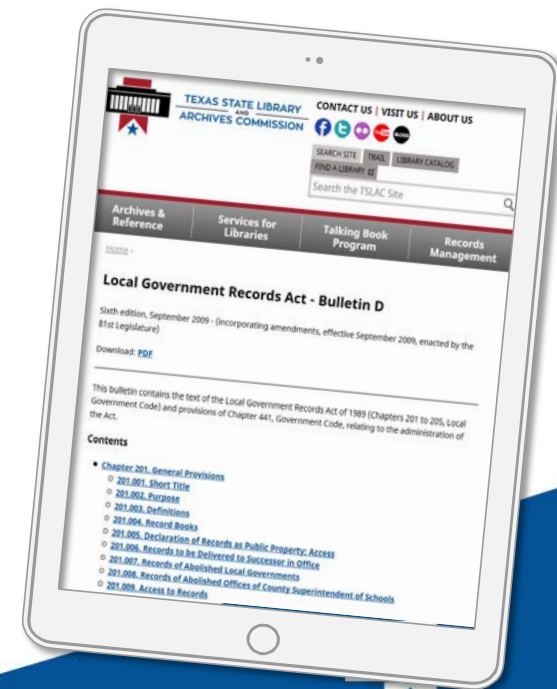
# Three Layers to an Open Government



# Local Government Records Act (LGRA)

Local Government Code  
TSLAC Publishes as [Bulletin D](#)

- Created Professional Guidance and Support
- Role's Responsibilities:
  - Records Management Officer
  - Custodians
- Compliance Requirements
- And more!





**ANNE  
POULOS**

4 Northeast



**ERICA  
WILSON-LANG**

8 Central



**JOSLYN  
CEASAR**

5 Southeast



**KATHERINE  
HOFFMAN**

6 East-South



**RAUL  
GONZALEZ**

7 West-South



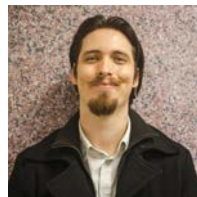
**REBECCA  
HANNA**

1 West



**SAHAR  
ARAFAT-RAY**

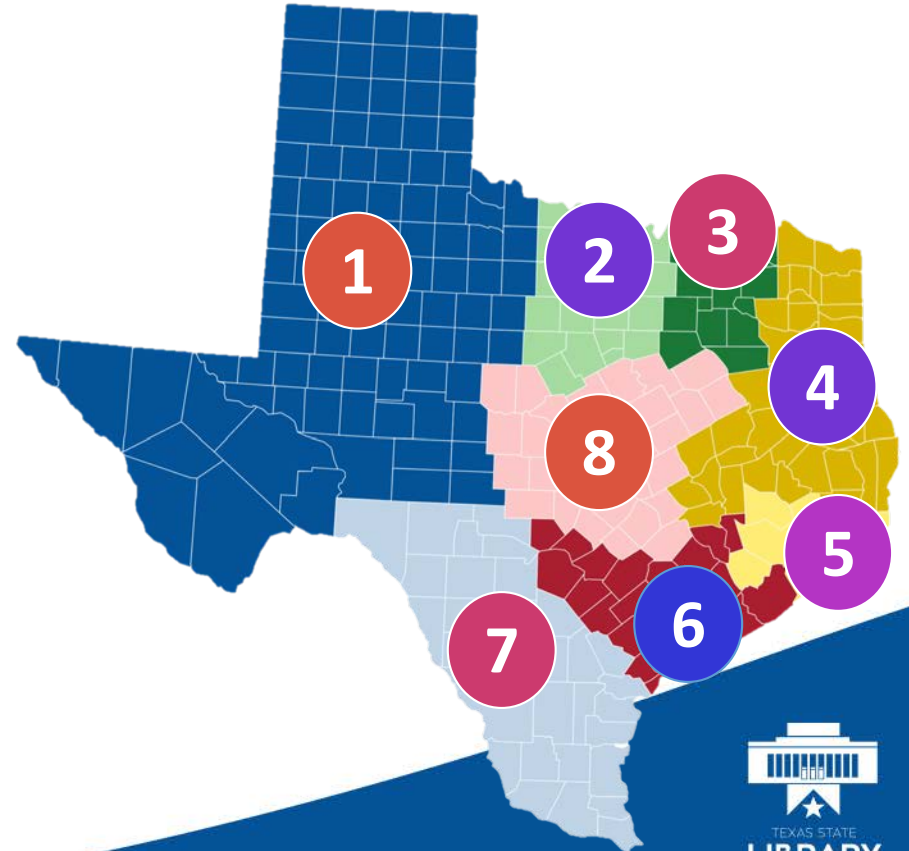
2 West-North



**SEBASTIAN  
LOZA**

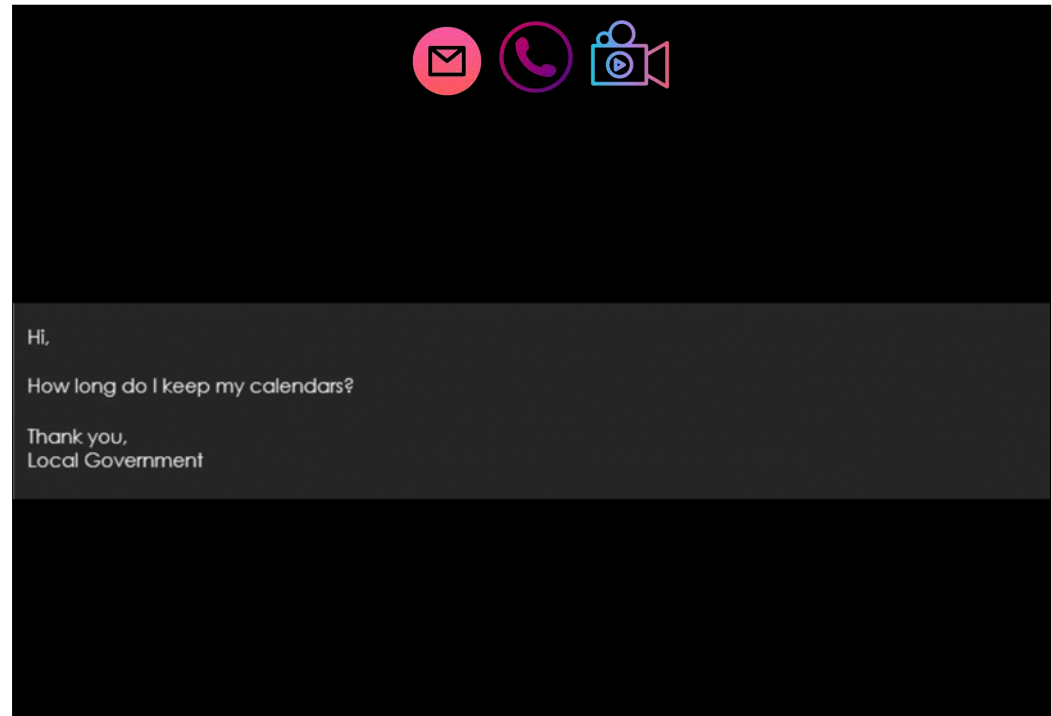
3 East-North

# RMA TEAM



Subject matter  
experts of  
[12 TSLAC local  
schedules.](#)

- ❖ Inform you of minimum record requirements.
- ❖ Clarification on retention schedule's terms and retention periods.



# We're you're biggest fans!

## Training

- Requested
- On-Demand

## Guidance

- Consulting
- The Texas Record
- Inventory
- One Page Guides

## Some topics we cover:



Retention Schedule



Managing, Preserving Records



Inventorying, Imaging



Disposition (Destroy / Transfer)



Obtaining Buy-In



# Know...



Submit necessary elements to be permitted to legally destroy records.



Identify record custodian to ensure record is properly managed.



Record must be kept for full retention period or longer.



Submit necessary elements to be permitted to legally destroy records.

- What are elements?
- Who submits from your entity?
- Submit to who?

# Records Management Officer (RMO)

Position responsible for ensuring records and information program...

Runs efficiently. Including cost and access.

Protects records.  
Especially: Permanent, historical, essential.

Properly manages records from beginning  
to end of record's life.



**Key word:** "Responsible for"  
Can appoint liaisons to perform  
associated actions!

# Element 1: Policy

## Element 2: Board Approval

Wow! This policy looks great!

Let me sign that for you!

ESD #2024

POLICY

Local Government Records Act

ESD #2024

Business Manager

will serve as

as provided by law and will

procedures to ensure that the maintenance, preservation, security,

storage, and other disposition of the records of this office are carried out in

accordance with the requirements of the Local Government Records Act.

- 1 Decide which position will be RMO.
- 2 Update policy to reflect.  
*TSLAC template in packet*
- 3 Obtain board approval of policy.

# Element 3: Declare Compliance with Applicable Local Retention Schedules

4

Determine which local retention schedules contain records ESD creates/manages.

Use schedule's Parts to help decide.

## [TX: Records of Property Taxation](#)

Formats: [Word](#) | [PDF](#) | [Webpage](#)

*Third Edition - Effective April 3, 2011*

- Part 1: Appraisal Records
- Part 2: Property Tax Collection Records
- Part 3: Motor Vehicle and Boat Licensing and Registration Records
- Part 4: Liquor Licensing Records
- Part 5: Occupation Tax Records
- Part 6: Miscellaneous Records of County Tax Assessor-Collectors
- Appendix

**NOTE:** Only permitted to follow schedules selected on approved form SLR 508!

TSLAC provides guidance on applicable schedules (today) and in packet.

# Element 3: Cont.

# Element 4: RMO Contact Info




RMO's Contact Info

GR selected for you

Select others from Step 4

RMO signs and dates



### Form SLR 508 – Declaration of Compliance

with the Records Scheduling Requirement of the Local Government Records Act

#### Part 1: Records Management Officer (RMO) Contact

CAUTION: Before filling out this form, make sure the records management policy approved by your governing body under Local Government Code (LGC) §203.026 designates your position as the Records Management Officer (RMO). If the position or person designated as RMO in the policy has changed, submit a new policy with this form.

RMO Name:		Local Government Name:	
RMO Title and Position Designated in Policy:		Mailing Address:	
Business Email Address:	Phone Number:	City:	Zip Code:

Please subscribe me to The Texas Record blog for news and training information. <https://www.tsl.texas.gov/slrmblog/>

#### Part 2: Local Government Certification

As records management officer, I understand I shall assist in establishing and developing policies and procedures for the records management program for the local government and ensure compliance with duties of records management officer (LGC §203.023), Electronic Standards and Procedures (LGC §205.002); and Microfilming Standards and Procedures (LGC §204.002).

I hereby declare records control schedules have been prepared for all records as required by LGC §203.041(a). I certify the schedules comply with the minimum requirements established on records retention schedules issued by the Texas State Library and Archives Commission (as checked below) and no retention period on the records control schedules is less than a retention period prescribed by a state or federal law, regulation, or rule of court.

**Declare this local government complies with the following retention schedules (check all that apply):**

<input checked="" type="checkbox"/> Schedule GR (Records Common to All Governments)	<input type="checkbox"/> Schedule LC (Justice and Municipal Courts Records)
<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 (Elections & Voter Registration Records)	<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)

RMO Signature:	Date:
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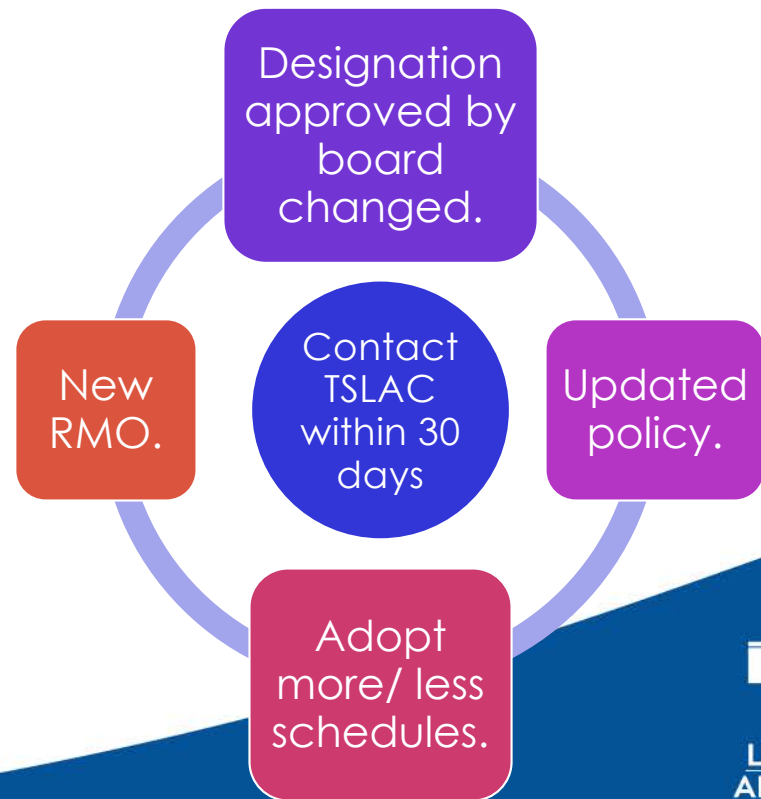
# Time to Submit!

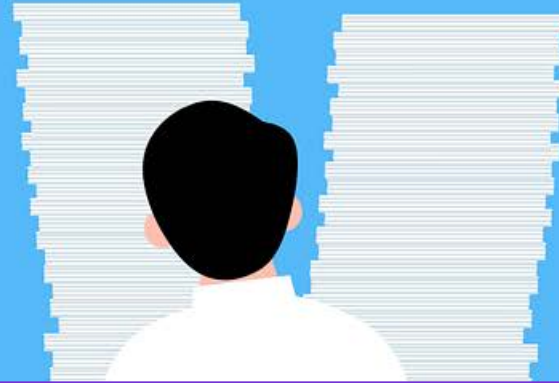
**6** **Submit to TSLAC...**  
(Element 1) Policy  
(Element 2) Board Approval  
(Element 3 & 4) Form SLR 508

Email to your analyst.

Or physically mail to TSLAC  
(At the bottom of SLR 508.)

# When to resubmit?





Identify record custodian to ensure record is properly managed.

- What is a record's custodian?
- Who manages the record when?
- Where does your role fall?



# Non-Records

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No retention requirements on local schedules.

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No need to log on disposition log.



**Convenience  
Copies**



**Blank Forms &  
Stocks of  
Publications**



**Library or  
Museum  
Materials**



**Alternative  
Dispute  
Resolution  
Working Files**

**Bulletin Points under LGC§201.003(8.)**

# Roles in Records Management Program

## Records Management Officer (RMO)

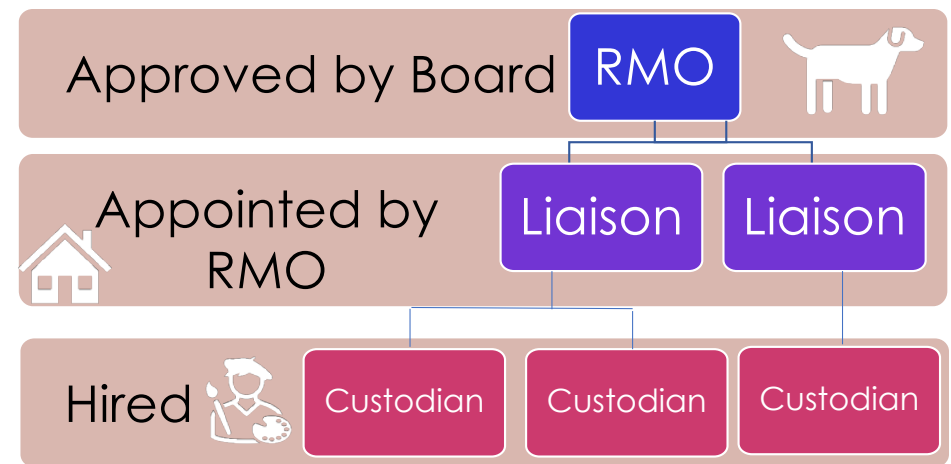
- Legally responsible for program as whole.

## Record Liaison

- Assist custodians with questions.
- Assist RMO with program's needs and outreach.

## Record Custodian

- Creator, receiver and/or user of record.
- Implicitly responsible for record.

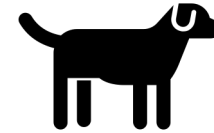


Create or Receive



# Your Role in the Record's Life Cycle

Retain, Use,  
and Maintain



Disposition  
(Archive or Destroy)



# Your entity is responsible for “local government records”:

1.

Created or received by local government.



2.

Documents transaction of public business.

➤ “Transaction”:  
Interaction,  
Exchange

## Remember:

Can exist in any format

- Paper, electronic, text message, etc.



Record regardless of public access.

- Restricted / Open



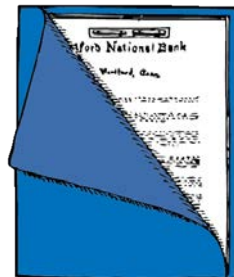
§201.003(8.)

# Versions of a Record

Article in packet discusses when alteration creates another official record.

## Official Record Copy

One version that is kept for the full retention period.



GR1025-28  
4.8.001



## Convenience Copy

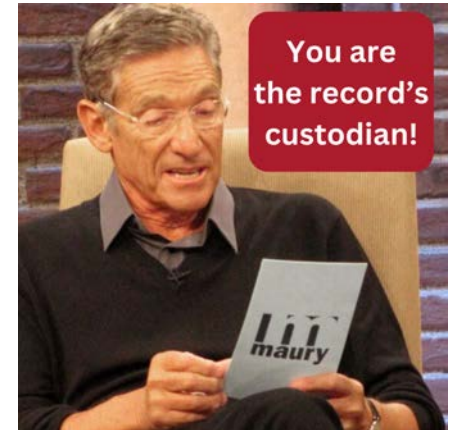
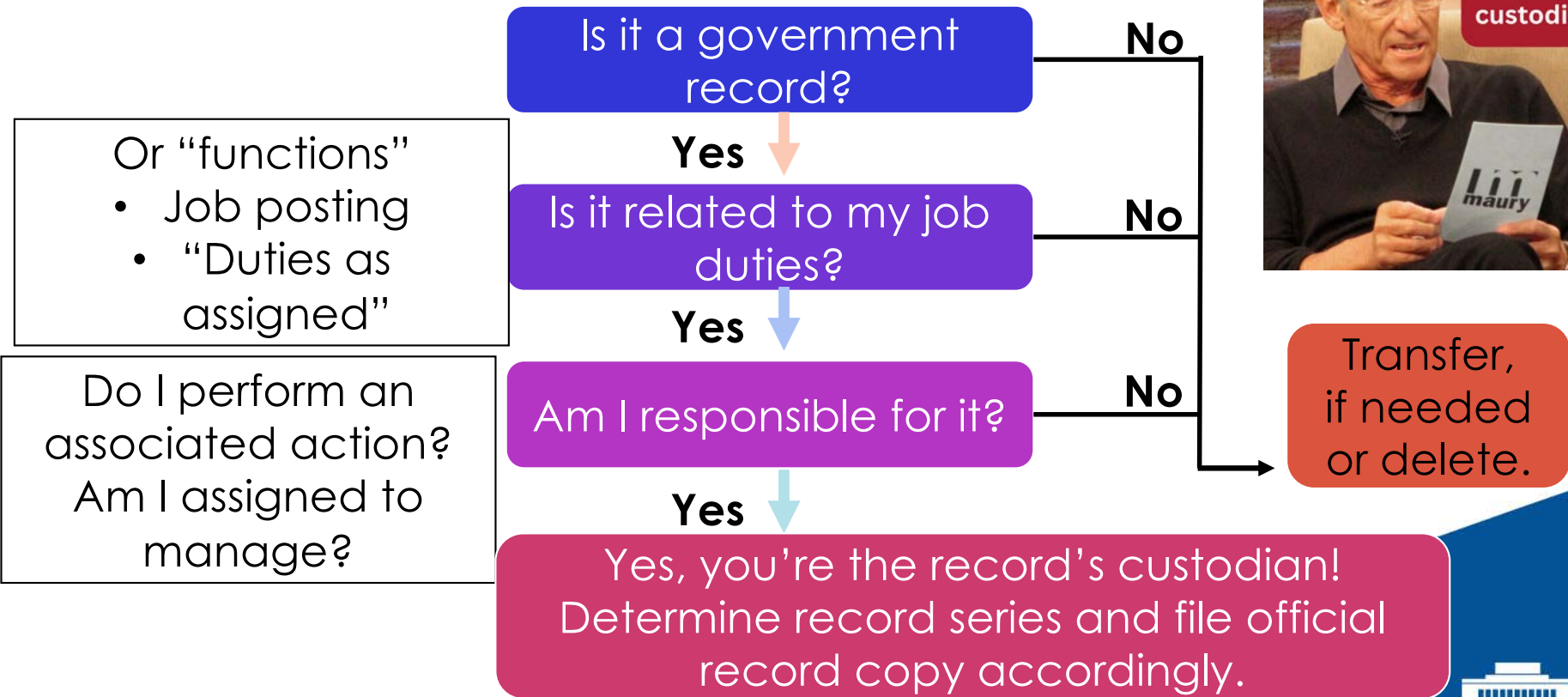
Identical copy of the official record copy.



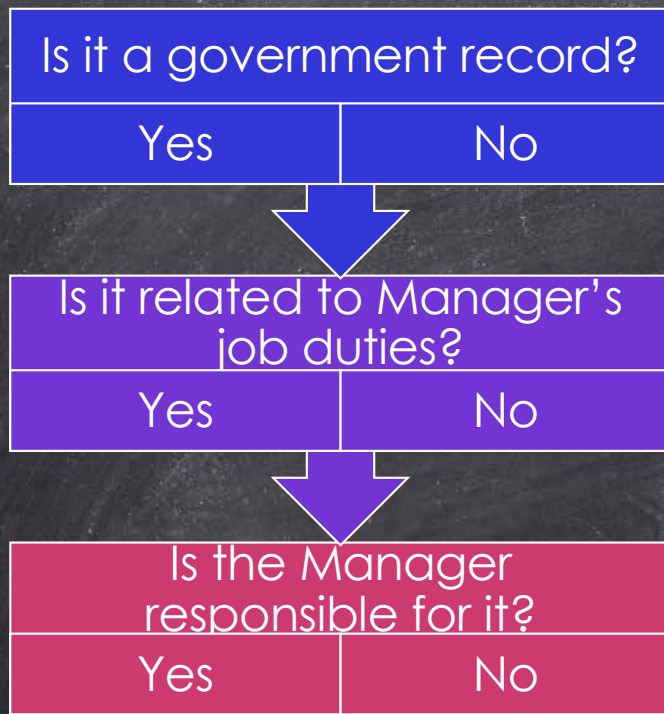
GR1025-28  
4.8.001



# Managing Records in Your Care



# Is the Manager the custodian?

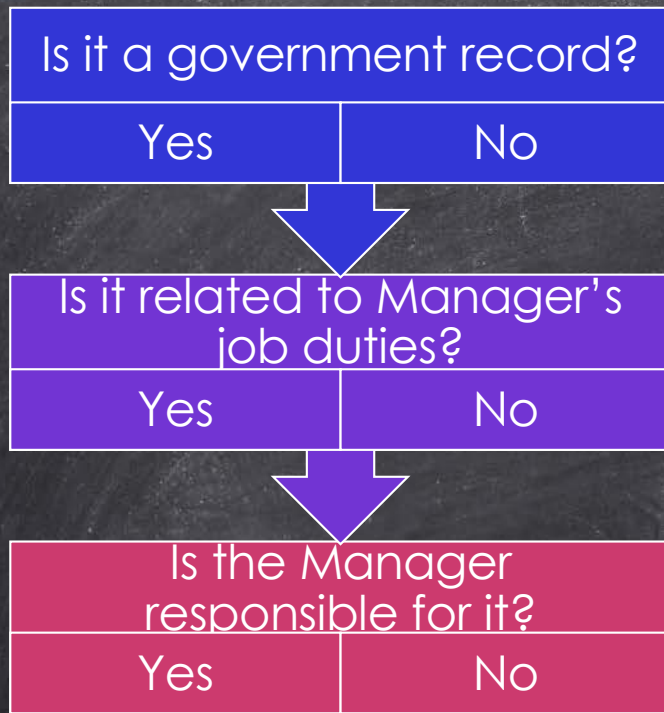


2/23/2024

SAFE-D Conference 2024



# Is ESD #2024 the custodian?







Record must be kept for full retention period or longer.

- How to read retention schedule.
- How to identify applicable record series.
- What did you just say? (or please explain these terms)

# Record Series

- Grouping of records that all serve same function.
- All kept same length of time.

# Retention Period

- Minimum length of time record must be kept.

2 Years

## Employment Applications

Application Form

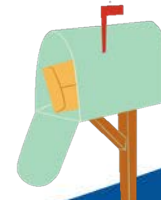


Resume



Cover Letter

Transcript



Letters of Reference



# Retention Schedule is...

Where record series live!

SECTION 1-1: Records of Appraisal Review Boards

Record Number	Record Title	Record Description	Retention Period	Remarks
TX2950-01	APPEAL RECORDS	Notices of appeal of a final order of an appraisal review board to a district court; and, if the appeal is being made by a chief appraiser, a taxing unit, or a county, notices of pending appeal sent to property owners whose property is involved in the appeal.	PERMANENT.	By regulation - 34 TAC 9.803(g).
*TX2950-02	HEARING RECORDS	Case papers arising from appraisal review board hearings or meetings including, but not limited to, protests and challenge petitions; oaths and affidavits; hearing notices and hearing notice waivers; subpoenas; documents submitted in evidence by taxpayers or taxing units; motions for hearing; notices of change in appraisal records that affect tax liability; orders determining protests, challenges, and accompanying notices of final order; correspondence; and similar documentation relating to the powers and duties of an appraisal review board established in law or regulation.	End of calendar year in which hearing or meeting held + 4 years.	<b>Retention Note:</b> For additional records of appraisal review board hearings see item number TX2975-06.
TX2950-03	MINUTES	Including those of agricultural appraisal advisory boards and governing bodies of taxing units	PERMANENT.	<b>Retention Note:</b> For audiotapes and other records associated with the creation of minutes see item number

Related to ESD's there are 2 types:

**TSLAC**  
Schedules are **format-neutral**. **Minimum** retention periods for records.

**Internal**

<b>Required:</b> Manage an internal retention schedule.	<b>Not required:</b> Submit to TSLAC.	<b>Recommend:</b> Customize! *Must meet state's minimums.*
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# TSLAC

## 12 Local Retention Schedules

### Applicable

GR: Common to All Local Governments

### Most Likely Applicable

TX: Property Taxation

### Might Be Applicable

EL: Elections and Voter Registration

HR: Public Health Agencies

PS: Public Safety Agencies

### Less Likely, Briefly Review

CC: County Clerks

DC: District Clerks

JC: Justice and Municipal Courts

PW: Public Works and Other Government Services

SD: Public School Districts

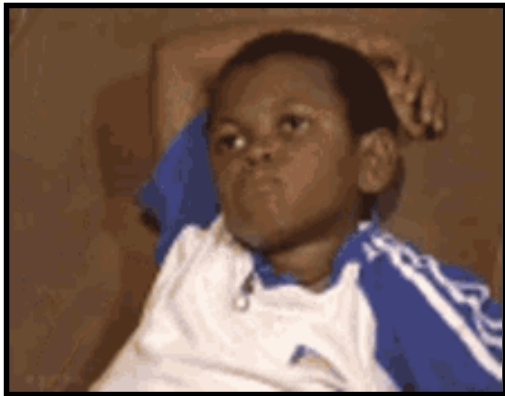
UT: Utility Services

# Elements of a Retention Schedule

**Record Series:**

Record Number	Record Title	Description	Retention Period	Remarks
GR1000-24	COMPLAINTS	Received from public by gov entity relating to gov entity.	Resolution or dismissal of complaint + 2 years.	b) For complaints received from employees see GR1050-20
Unique identifying # assigned by TSLAC.	General nature of series.	Further info on scope of records classified here.	Minimum length of time required to keep record.	Citations or other notes affecting the retention. - Legal citations - Historical considerations or instructions

# Identifying Most Applicable Record Series



Use “local government record” definition as tool:

- Why did our office create/receive record?
- What interaction/exchange of public business is being documented?

Still not sure?

- What purpose does record serve for our office?
- Always can contact TSLAC if you need help!

# Narrowing to Applicable Record Series

Why did office create/receive record?

What interaction/exchange of public business is being documented?

What purpose does record serve for office?

**To:** Member of Public

**From:** ESD 2024

The next open meeting will be on March 1, 2024.

**Responding to public about date of next open meeting.**

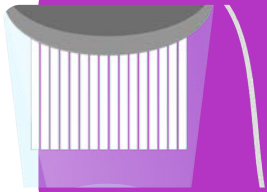
# Our Answer:

Responding to public about date of next open meeting.

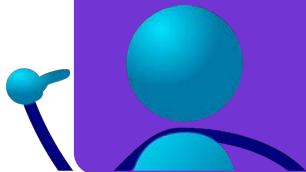
Record Number	Record Title	Record Description	Retention Period	Remarks
GR1000-26b	<b>CORRESPONDENCE, INTERNAL MEMORANDA, AND SUBJECT FILES</b>	General – Incoming/outgoing... correspondence pertaining to the regular operation of the... programs, services... of a local government...	2 years.	<b>Retention Note:</b> ...



# Remember...



Submit necessary elements to be permitted to legally destroy records.



Identify record custodian to ensure record is properly managed.



Record must be kept for full retention period or longer.

# Time for your questions!

## Contact Us:

- Main Line
  - [slrminfo@tsl.texas.gov](mailto:slrminfo@tsl.texas.gov)
  - 512-463-5455
- Rebecca Hanna
  - [rhanna@tsl.Texas.gov](mailto:rhanna@tsl.Texas.gov)
  - 512-463-5494
  - Available video chat.

## Record's Custodians:

Find out who your Records Management Officer is.

## RMOs:

Ask Analyst if your entity complies.

