Additional TSLAC Resources

Contacts at TSLAC

Main Line

slrminfo@tsl.texas.gov | 512-463-7610

Find the Government Information Analyst assigned to your county.

Where to Start

Contact your Government Information Analyst to find your entity's local retention schedule.

Watch TSLAC's Records Management Basics for Local Governments course.

Local Government Records Act (LGRA)

LGRA - Local Government Code that requires local governments to comply with before they are permitted to legally destroy government records.

Your Government Information Analyst (GIA) and You

TSLAC's article, What does the RMA Team Do? discusses what your Government Information Analyst can do for you.

- Training: TSLAC can be requested for on-site training. We also offer on-demand webinars and onsite training at TSLAC.

- GIA's provide consulting services and post guidance and announcements that may affect your office to the Texas Record.

- Bulletin C, TSLAC published guidance for inventorying records with templates (under Bulletin C).

- TSLAC publishes one-page guides for quick information that can be distributed to trained staff.

Elements to Comply with LGRA

Elements needed for 6-Step Process:

- **Step 2:** TSLAC publishes a template for a records management policy on [their website](#).

- **Step 4:** [TSLAC's 12 schedules](#)

    - All local governments select schedule GR: Records Common to All Local Governments.

    - Generally, ESDs also adopt schedule TX: Records of Property Taxation.

    - Depending on an ESD's functions, they may also need to adopt schedule EL: Records of Election and Voter Registration, HR: Records of Public Health Agencies, and PS: Records of Public Safety Agencies. – Schedule EL is most likely applicable to Harris, Smith, and Orange County ESDs because residents vote for the board.

- **Step 5**: [Declaration of Compliance – form SLR 508](#)

Further Guidance

- Element needed to update Records Management Officer's (RMO) contact information: [Designation of RMO – form SLR 504.](#)

- TSLAC's article, [Are We in Compliance?](#)

Your Role in Your ESD's Records Management Program

Records Management Officer

- TSLAC's article, What does it take to be a Records Management Officer? that outlines the role of the RMO.
- Role outlined in the LGRA, Section 203.002 for elected officials and Section 203.023 for all other local governments.

Record Liaisons

- TSLAC's article, Records Liaisons and Where to Find Them, discusses why it's great to appoint them.

Record's Custodians

- Role outlined in the LGRA, Section 203.022.
- TSLAC's article, Obtaining Buy-In: Records Creators and Users that discusses ways to help records custodians (or records creator and users) understand their role.

External Custodians

- TSLAC's article that provides guidance to determine if your entity is the custodian of a record if the record relates to other entities, Who is the custodian of this record?
- TSLAC's articles that discusses considerations for contract language as it relates to vendors manage your entity's record, Electronic Records, Third-Party Systems, and Contracts.

Your entity is responsible for "local government records":

- LGRA outlines what does not constitute a local government record under the bullet points in Local Government Code (LGC), §201.003(8.).
- LGRA outlines what does constitute a local government record under LGC, §201.003.
- For assistance determining what "transaction" means, checkout TSLAC's article, "Transaction" in Records Management.
- TSLAC's article that provides guidance for understanding and determining the "official record copy" that must be kept for the full retention period and "convenience copies", which are identical versions of the official record copy.

TSLAC and Your ESD's Internal Retention Schedules

- [TSLAC's 12 Local Government Retention Schedules](#).

  - **Disclaimer**: Call [your TSLAC analyst](#) to find out which schedules your entity adopted.

  - [12 TSLAC's schedules](#) hosted in the Department of Information Resource's Open Data Portal (ODP) that can be exported to a spreadsheet version.

    - *By March 1st, TSLAC should have published guidance for exporting the schedules from the ODP.*

- [LGC, §201.003](#), (15.) provides the definition for "retention schedule," which will be TSLAC's. (12.) provides the definition for "records Control Schedule", which is a local government's internal schedule.

TSLAC's Guidance for Customizing an Internal Schedule:

General: TSLAC's article, [Customizing Your Local Government Retention Schedule](#).

Guidance for determining if a record series exist on your current schedule:

If a record series does not exist on TSLAC's schedule, [contact your TSLAC Analyst](#) for guidance.

- [How to Classify Your Records on TSLAC's Retention Schedules](#)

- [My Record is Nowhere to Be Found on a Schedule-Now What?](#)

- [Questions to Consider Before Asking for a New Series](#)

Articles that discuss guidance for combining multiple record series:

- [The Bucketing Strategy as a Precautionary Solution](#)

- [To Bucket or Not to Bucket…?](#)

Articles that provide guidance for assigning a retention period to as administratively valuable (or AV) retention periods:

- [How Long is "AV"?](#)

- [AV and Me](#)

Finding the Applicable Record Series

- Definition of "retention period" is cited in [LGC, §201.003](#).

- TSLAC's article that provides guidance for reading a retention schedule, [Local Government Retention Schedules 101](#).

- TSLAC's article that provides guidance for narrowing to the most applicable record series, [How to Classify Your Records on TSLAC's Retention Schedule](#).