

# LOCAL GOVERNMENT RECORDS CONTROL SCHEDULE

Pursuant to Local Government Code § 203.041  
Texas State Library and Archives Commission  
**SLR 500 (2/93)**

Government \_\_\_\_\_

Office (if Applicable) \_\_\_\_\_

Department (If Applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Records Management Officer \_\_\_\_\_

ORIGINAL FILING       AMENDED FILING

Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

RECORD NUMBER	RECORD TITLE	RETENTION PERIOD			DISPOSITION
		OFFICE	STORAGE	TOTAL	

# **TEXAS STATE LIBRARY AND ARCHIVES COMMISSION**

## **INSTRUCTIONS FOR PREPARING AND SUBMITTING LOCAL GOVERNMENT RECORDS CONTROL SCHEDULES (FORM SLR 500)**

State law requires that each local government that wishes to have the authority to destroy records must submit to the Texas State Library and Archives Commission by January 2, 1995 records control schedules listing the records created or received by the local government and retention periods for the records. Retention periods are determined by the governing body of the local government or under its direction, or by the elected county officer, as applicable. Retention periods may not be less than those prescribed in a records retention schedule issued by the commission or in a federal or state law, regulation, or rule of court. Records control schedules may be submitted on an office-by-office basis or on a department-by-department basis within each office. State law also provides that amended schedules, reflecting new records created or received or revisions to retention periods, be filed with the commission in the same manner as the original records control schedules. If a records control schedule or amended schedule is accepted for filing by the commission, a records series listed on it may be disposed of after the expiration of its retention period without further reference to the commission. [Local Government Code, §§203.041, 203.042, and 203.043]

Records control schedules must be submitted on Form SLR 500 or its equivalent. To qualify as an equivalent a form must contain the following minimum information: the name of the local government and the custodial office or department of the records scheduled, a record number (either that assigned to the record in a Texas State Library and Archives Commission records retention schedule or one assigned to the record in the local government), the title of the record, and a retention period for each record listed. The name of the local government and the custodial office or department of the records scheduled must appear on each sheet of the schedule.

Two (2) Records Control Schedule Transmittal Sheets (Form SLR 540) should be attached to each records control schedule submitted. At least one of the transmittal sheets must contain the original signature of the records management officer. Schedules and transmittal sheets should be type or printed neatly. One of the transmittal sheets will be returned to the records management officer indicating whether or not the records control schedule has been accepted by the commission for filing.

Only the name of the government and office in the government and address data section at the top of the form need appear on second and subsequent sheets of the same schedule.

Form SLR 500 has been designed not only to meet the scheduling requirements of state law but also to serve as a model form for use by local governments. For that reason the Retention Period column has been divided into three segments to allow for the division of the total retention period of a record between office and storage space. The total retention period, however, is all that must be indicated in submitting a form to the commission. Likewise, a Disposition column has been provided for the purposes of indicating special provisions that may affect the manner in which a record is maintained (e.g., whether and at what point a record will be microfilmed). Again, entries in this column are optional.

Amended schedules should be submitted on either Form SLR 500 or its equivalent or, if only a few items on a schedule are being amended, on Form SLR 520 or its equivalent. If amendments are submitted on Form SLR 500, be certain to indicate that the submission is an amended filing by checking the appropriate box on the form. Two (2) Records Control Schedule Transmittal Sheets (Form SLR 540) should be attached to each amended schedule submitted. At least one of the transmittal sheets must contain the original signature of the records management officer. Amended schedules and transmittal sheets should be type or printed neatly. One of the transmittal sheets will be returned to the records management officer indicating whether or not the amended schedule has been accepted by the commission for filing.