

REQUEST FOR AUTHORITY TO DESTROY UNSCHEDULED RECORDS

Texas State Library – State and Local Records Management

SLR 501 (1/08) LOCAL GOVERNMENTS ONLY

Refer to instructions on reverse before completing.

Use typewriter or computer to complete form.

SLR Control Number (SLRM Use Only)

SUBMIT REQUEST TO:

**Texas State Library
State and Local Records
Management Division
Box 12927
Austin, Texas 78711-2927
(512) 421-7200**

SUBMITTING OFFICE:

Government

Office

Address

City

Zip

Phone

CERTIFICATIONS: Check Appropriate Block)

- I hereby certify that the records to be disposed of are correctly listed below, that the destruction of the records is not prohibited by Local Government Code §202.002, and that their disposal will be carried out in accordance with Local Government Code §202.003.
- I hereby certify that the records listed below have been microfilmed in strict accordance with Local Government Code, Chapter 204, and the rules adopted under it. The destruction of the original records will be carried out in accordance with Local Government Code §202.003 and the microfilm copy will be maintained as the original records.

Name and Title _____

Signature _____ Date _____

RECORD NUMBER	RECORDS SERIES TITLE	INCLUSIVE DATES	QUANTITY (in cubic feet)

- The destruction of the records listed above is approved.
- The destruction of the records listed above is approved subject to the conditions in the attached letter.
- The destruction of the records listed above is NOT APPROVED for reasons state in the attached letter.

FOR THE COMMISSION

Signature _____
 Title _____
 Date _____

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

INSTRUCTIONS FOR PREPARING AND SUBMITTING REQUEST FOR AUTHORITY TO DESTROY UNSCHEDULED RECORDS (FORM SLR 501)

State law requires that a Request for Authorization to Destroy Unscheduled Records must be submitted for approval to the director and librarian of the Texas State Library if a local government or elective county office wishes to destroy records that do not appear on an approved records control schedule or amended schedule on file with the director and librarian. Requests need not be submitted for the destruction of records defined as exempt from scheduling or filing requirements in rules adopted by the Texas State Library and Archives Commission or listed as exempt in a records retention schedule issued by the commission. Requests also need not be submitted if a record is destroyed pursuant to an expunction order issued by a district court pursuant to state law.

Local Government Code §§ 202.001(b) and 203.045.

1. Submit two (2) copies of each request, at least one of which must contain an original signature. The copy with the original signature will be retained by the commission. If the records management policy in the local government requires that the file copy of an approved request contain the original signature of the custodian or records management officer, both copies submitted should contain original signatures.
2. Requests should be submitted by the records management officer or under the officer's direction.
3. Approved requests or, in the case of non-approval, written explanations of the reasons for disapproval will be returned to the records management officer unless the records management officer requests in writing that the requests be returned directly to custodians.
4. All entries on the request, other than the signature and date of certification, must be typed or computer generated.

SLR Control Number - Leave Blank. This number will be assigned by the State and Local Records Management Division for tracking purposes.

Submitting Office - The submitting office is the office, division, or department of a local government requesting authorization to destroy records. The submitting department may be either the custodial office or, if provided for in the records management policy of the local government, the records management office.

Certifications:

1. The first block must be checked by the custodian of the records to be destroyed or, if provided for in the records management policy of the local government, by the records management officer to certify that records listed are eligible for destruction.
2. The second block must be checked if the records to be destroyed have been microfilmed in accordance with Local Government Code, Chapter 204, and the rules adopted under it, and the microfilm copies are to serve as the original records.

Record Number - The record number from a records retention schedule issued by the commission or the number assigned to the records series by the local government in its records management program. If the records series has not yet been assigned a number in a commission schedule or in the local government's own schedule, this column may be left blank.

Records Series Title - The records series title as it appears on a commission schedule or the title assigned by the local government. If the latter is used, and the nature and purpose of the record is not readily apparent from its title, a brief description of the record must be provided.

Inclusive Dates - The beginning date (month and year) and the ending date (month and year) of records to be destroyed under each records series title.

Quantity - The approximate cubic footage of the records to be destroyed under each records series title. A quantity of less than one cubic foot may be expressed as <1 or -1.