



**TEXAS STATE LIBRARY AND ARCHIVES COMMISSION**  
**INSTRUCTIONS FOR PREPARING AND SUBMITTING AMENDMENTS TO**  
**LOCAL GOVERNMENT RECORDS CONTROL SCHEDULES**  
**(FORM SLR 520)**

State law requires that records control schedules previously submitted to the Texas State Library and Archives Commission be reviewed periodically by the records management officer and amendments prepared as needed to reflect new records created or received, to delete records no longer maintained by the local government or to indicate changes to retention periods. [Local Government Code, §§ 203.041(d) and 203.042(c)]

Amendments may be submitted for filing in two ways. If the records management officer wishes to submit an entirely new schedule for an office or department, Form SLR 500 or its equivalent should be used. If the records management officer wishes to make changes to particular records or to add or delete records on a previously filed records control schedule, Form SLR 520 or its equivalent should be used. To qualify as an equivalent to Form SLR 520, a form developed for use in a local government must contain all the information requested on Form SLR 520, except that the total retention period need not be broken down into the categories of office and storage.

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