

Local Government—Records Control Schedule

CERTIFICATION AND ACCEPTANCE

Section 1 USE OF FORM (check one, see reverse)

- Original Filing—Form SLR 500
 Amended Schedule—Form SLR 500
 Amendment to Schedule—Form SLR 520

Number of Pages in Attachment _____

Date of Attachment _____

Date of previous schedule the attachment amends,
if applicable _____

Section 2 SUBMISSION OF DATA (see reverse)

Government _____

Office _____

Department _____

RMO Address _____

City _____ Zip _____

Telephone _____

Section 3 LOCAL GOVERNMENT CERTIFICATION

The attached document of the type indicated above is submitted for filing pursuant to Local Government Code §203.041. The attachment has been approved according to the ordinance, order, or plan of the local government or elective county office for which I am the Records Management Officer. I certify that the administrative rules for electronic records, adopted under Local Government Code §205.003(a), will be followed for records subject to the rules.

Name and Title (print or type) _____

Signature _____ Date _____

Section 4 TEXAS STATE LIBRARY ACCEPTANCE (to be completed by Texas State Library)

The records control schedule, amended schedule, or amendment to schedule for filing with this transmittal sheet has:

- been accepted for filing pursuant to Local Government Code §203.043(a). A record appearing on the schedule or amendment may be disposed of at the expiration of its retention period without additional notice to the director and librarian, subject to the provisions of Local Government Code §203.041(d).
- been accepted for filing subject to the conditions stated in the accompanying letter pursuant to Local Government Code §203.043(d).
- not been accepted for filing pursuant to Local Government Code §203.043(b). See accompanying letter for explanation.

Name and Title (print or type) _____

Signature _____ Date _____



Form SLR 540

Texas
State Library
and Archives
Commission

State and
Local Records
Management Division

Box 12927
Austin, Texas 78711-2927

512-421-7200
512-421-7287 FAX

SLR 540 (2/09)

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
INSTRUCTIONS FOR PREPARING AND SUBMITTING
LOCAL GOVERNMENT - RECORDS CONTROL SCHEDULE, CERTIFICATION AND ACCEPTANCE
(FORM SLR 540)

Two (2) Certification and Acceptance forms must be attached to each record's control schedule, amended schedule, or amendment to schedule submitted for filing with the Texas State Library and Archives Commission.

Certification and Acceptance forms must be typed or neatly printed.

At least one copy of the Certification and Acceptance must have an original signature.

Sections 1, 2, and 3 are completed by the local government submitting the Records Control Schedule and Certification and Acceptance.

SECTION 1

- Check the appropriate block indicating the type of filing.
 - Original Filing** - Used when no records control schedule has been previously filed and accepted for this government/office/department.
 - Amended Schedule** - Used when a previously filed and accepted records control schedule is being revised or updated.
 - Amendment to Schedule** - Used when record(s) or page(s) is/are being added to a previously filed and accepted records control schedule.
- Enter the date of the previously filed and accepted schedule when submitting an **Amended Schedule** or **Amendment to Schedule**.
- Enter the number of pages in the attachment.
- Enter the date of the attachment.

SECTION 2

- Enter the name of the local government for which the Records Control Schedule is being submitted, i.e. Elective Official, County, City of, MUD, CAD, etc.
- Enter the name of the specific office within the government for which the schedule applies, i.e. County Clerk, Sheriff, Police Department.
- Enter the name of the department if applicable, i.e. Accounts Payable, Real Property Division.
- Enter the address and telephone of the Records Management Officer signing this transmittal.

SECTION 3

- Print neatly or type the name and title of the Records Management Officer signing the Certification and Acceptance forms.
- The Records Management Officer signs and dates the Certification and Acceptance forms.

SECTION 4 To be completed by the Texas State Library and Archives Commission