



Archival Review Request Form for Texas State Agencies

State agencies are required to complete this form when records in an archival code "R" series have met retention and need to be reviewed by the State Archives for archival value. The State Archives will determine if all or any portion of the records meet the requirements for archival transfer or if they may be authorized for destruction by your agency.

Before completing this form, review the guidance provided to state agencies for preparing an archival review request to submit to the Texas State Archives: <https://www.tsl.texas.gov/arc/stateagency>

This form and an **Archival Review Request Inventory** of the records are required to be attached to an email sent to statearchives@tsl.texas.gov to initiate the review request. Complete one form and inventory per series.

Agency Name		Office / Division	
Records Management Officer:	Name	Email	Phone number

Agency Item Number (AIN) and Record Series Item Number (RSIN)	
Series title	
Retention period	
Archival code	
Date range of records	
Records extent in cubic ft. or MB/GB (and number and formats of electronic files)	
Non-paper/text formats included: photographic or audiovisual material, motion picture film, physical electronic media (floppy disks, data tapes)	
Texas Public Information Act section(s) or other laws and statutes that apply	
Archives Note criteria (if applicable): How do records meet those criteria?	

Do the records described above contain information documenting essential functions of your agency that is not adequately summarized elsewhere (for example, in records of other archival series your agency produces, or in publications produced by your agency that are required to be submitted to the Texas State Publications Depository Program)? Provide details below.

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REVIEW REQUEST AGREEMENT

[This request to review records is made under the provisions of Texas Government Code, Section 441.181. The information provided in this form and the accompanying inventory is complete and correct.]

Signature of Agency Official

Title

Date

Archives Use Only	Received By	Received Date	Total Extent	Review-Accession Number
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