



2026–2030

STRATEGIC PLAN FOR THE TEXAS STATE ARCHIVES

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INTRODUCTION

Every day the state of Texas creates and collects records that document the rights of its citizens and the actions of the government that serves them. Many of these records are considered to have enduring value and must be retained permanently. The Texas State Library and Archives Commission (TSLAC) plays a critical role in preserving the state's history and the rights of its citizens. Through cost effective practices, the agency has efficiently provided careful stewardship of these resources and made them available for public inspection for more than 115 years.

TSLAC has outstanding collections and dedicated personnel, but limited resources. To fulfill its goals, TSLAC must prioritize its needs, make the best use of existing resources, and create strategic partnerships both inside and outside of state government. In accordance with the agency's reauthorization legislation, House Bill 1962 (87th Legislature), TSLAC has developed the strategic plan for managing the state archives, with targets for processing the backlog, analyzing staffing needs, and reporting on progress annually.

STATUTORY AUTHORITY

Texas Government Code, Chapter 441, Subchapter L. Preservation and Management of State Records and Other Historical Resources

BACKGROUND

TSLAC's Archives and Information Services Division (ARIS) preserves and documents the shared heritage and culture of Texas by identifying, collecting, and making available for research the permanently valuable official archival records of Texas government dating back to the 18th century, as well as newspapers, journals, books, manuscripts, photographs, historical maps, artifacts, and other significant historical resources. From treasures such as the Report of General Sam Houston after the battle of San Jacinto to government digital records, ARIS maintains and provides access to more than 200 million pages of archival documents in the State Archives. Taken together, the holdings of the Texas State Archives provide a historical foundation for present-day governmental actions and are a crucial resource for Texas studies.

TSLAC maintains approximately 80,000 cubic feet (more than 200 million pages) of records for the people of Texas. Approximately half are stored in a secure, climate-controlled environment at the Lorenzo de Zavala State Archives and Library Building. Due to limited storage, the other half of our collection, including records of the Supreme Court and Attorney General, are currently stored in non-archival conditions at the State Records Center (SRC) on Shoal Creek. Upon completion of a new 260,000 square foot archival and records storage facility currently under development, all state archival materials will be stored in a controlled climate environment, thus achieving one of the most critical aspects of long-term materials preservation.

An additional area of responsibility for the division is the Regional Historical Resource Depository program (or RHRDs), which began in the early 1970s for the purpose of collecting, preserving, and making available for use the historical records of local governments in Texas. The depositories were set up throughout the state in academic libraries and other institutions to house permanent/archival local government records the local agencies could no longer maintain. These records were transferred to the legal custody of TSLAC but managed by the local institutions, some of which are private entities. There are currently 23 depositories in Texas. The volume and number of records series vary at each location, since the transfer of records is voluntary on the part of local government,

and each depository has its own space limitations.

The only Regional Historical Resource Depository operated by the agency is the Sam Houston Regional Library and Research Center in Liberty. It is the official RHRD for 10 counties in Southeast Texas and houses more than 12,000 cubic feet of historical materials. It includes a museum, classroom, research library, and offices. The artifact collection maintained at the Sam Houston Center is valued at more than \$1 million.

The agency also operates a book and paper conservation lab at its headquarters in Austin. Because of age, composition, years of use, or previous storage conditions, many of the items in our paper-based collections require physical repair or stabilization by a professionally trained conservator. Treatments may include rebinding, deacidification, paper mending, or the creation of specialty housing. Once items are conserved, they can be digitized for inclusion in the Texas Digital Archive and/or made available to researchers in our reading room.

In the 2016-2017 biennium, with a special appropriation from the Legislature, TSLAC introduced the Texas Digital Archive (TDA), a central repository of state government archives in electronic format and crucial resource for Texans and state government. Preserving digital material presents a distinct set of technological challenges than those found with paper. The TDA manages, preserves, and provides access to electronic records transferred by state agencies or digitized by the State Archives. The TDA began with the ingest or intake of about seven terabytes of records from Governor Rick Perry's administration in 2015 and now holds more than 250 terabytes of digital records. The Texas State Library and Archives is now one of the leaders in Texas in the areas of digitization and electronic records preservation/access.

TSLAC's public service staff – librarians, archivists, and library assistants – provide research assistance to the public, legislators, historians, genealogists, students, and others seeking information. Telephone, mail, email, and in-person requests for information are handled by our reference staff. Reference archivists assist and monitor the use of original documents in the State Archives Reading Room. In the last fiscal year, we provided nearly 4.5 million assists with information resources with 95% of customers receiving timely service.

Our education and outreach efforts include lobby and online exhibits, tours, workshops, and the development of primary source instruction materials for educators and students. Between 2021 and 2025, the outreach program has successfully created programming in partnerships with the following institutions and organizations: Texas State Historical Association, Alliance for Texas History, General Land Office, Alamo Foundation, Inc., Austin History Center, Carver Genealogy Center, Austin Independent School District, Austin Museum Partnership, Tarleton State University, FromThePage, State Preservation Board, Texas Parks and Wildlife Department, and Texas Department of Agriculture.

VISION

The Texas State Archives will build its contributions to the well-being of the state and its people through its leadership and work:

- Documenting and preserving the history of Texas government and its impact on its residents.
- Supporting government effectiveness and transparency.
- Providing our customers with ready access to authentic, reliable primary source information.
- Collaborating with other Texas state agencies, the private sector, and the public to preserve and improve online access to essential information.

GOAL 1: SAFEGUARD AND PRESERVE INFORMATIONAL AND HISTORICAL ASSETS

1.1 Provide adequate storage and preservation of public records and ensure ongoing government transparency.

In 2023, the 88th legislature appropriated funds for a new state records and archival storage facility that will enable the agency to provide the space and environmental conditions needed to ensure that the historical holdings of the state are preserved and maintained for future generations.

- Partner with the Texas Facilities Commission to design and construct a new archival storage facility that will provide efficient, climate-controlled storage for more than 100,000 cubic feet of historical records and artifacts.
- Execute the relocation, including rehousing and barcoding, of approximately 30,000 cubic feet of state archives material from existing storage facilities to the new building in 2027.

1.2 Continue to grow the Texas Digital Archive (TDA) as the official repository of state agency digital archives and publications.

In addition to the physical records, TSLAC is also the custodian of more than 250 terabytes of digital records which have significant and specialized data management and storage requirements. Established with initial funding from Governor Perry and a special appropriation from the 84th legislature, the Texas Digital Archive provides for the preservation, management, security, and storage as well as a way for Texans to remotely access the historical record of the state. As of September 1, 2025, the TDA contains 12,273,613 records; of which 9,219,312 are images, 129,242 are audio files, 62,674 are videos, 2,698,311 are documents, 81,804 are emails, 321 are databases, and 496 are presentations.

- To ensure that the state's digital historical assets are preserved and accessible for the long term and fulfill its mission, TSLAC will renew its request for increased legislative appropriations for additional digital storage, staffing, and building capabilities in design and user experience to better understand and serve the public and stakeholders.
- Utilize available federal and grant funds to supplement state appropriations and increase the return on taxpayer investment.
- Collaborate with members of the Records Management Interagency Coordinating Committee (RMICC) to encourage agencies to transfer archival electronic records to the TDA.
- By August 31, 2030, the TDA will include born-digital records from 50% of state agencies.
- By August 31, 2030, the TDA will include more than 17 million records.

1.3 Ensure effective and reliable collections management inventory systems

TSLAC is the custodian of more than 80,000 cubic feet and 250 terabytes of historical records in Austin and the Sam Houston Center in Liberty. Over the years TSLAC has maintained various databases to document and track its collections. Our use of ArchivesSpace (an open-source archives information management application) since 2016 has centralized our data for accessions, finding aids, containers, locations, and controlled access terms, and we have also adapted it to track our appraisal

activities. We are continuing to expand our use of the collections management features of this system to achieve higher efficiencies in our archival work.

- In FY 2027, implement a barcode tracking system for collections management and inventory. All items transferred to the new archival storage facility will be barcoded by FY 29. Seventy-five percent of all collections will be barcoded by the end of FY 30.
- Perform quality control review and updates of all finding aids imported into ArchivesSpace, update associated catalog records, and export files to update those finding aids in the Texas Archival Resources Online portal by the end of FY 28.
- Work to analyze the various collections tracking databases to assess the suitability of import into the ArchivesSpace system by FY 29.
- Complete inventories of maps, artifacts, and newspapers at the Sam Houston Center by the end of FY 30.
- Conduct physical inventory of 20% of all accessioned holdings annually to ensure efficient oversight and accountability, and comply with the Texas Administrative Code Title 34, part 1, Chapter 2, Rule 5.200.

1.4 Review and assess operations of the Regional Historical Resource Depositories (RHRD).

Legislation approved in 1971 created the Regional Historical Resource Depository (RHRD) Program that expanded the commission's responsibilities to include the acquisition, management, and preservation of permanently valuable local government records. There are 23 depositories located throughout the state in academic libraries and other institutions. The agreements establishing RHRDs date back to the mid-1970s and do not reflect current provisions of Texas Government Code, §441.153 or address issues related to the ongoing management of government records, including compliance with the Texas Public Information Act, the acquisition of electronic records, or enhanced access through online catalogs and digitization. TSLAC and RHRD institutions will benefit from a review of ongoing operations, requirements, and expectations, and renewed commitment. Historically the commission has received no additional staffing resources to address RHRD needs. Given the many areas of priorities at the State Archives proper, the agency has focused its budget requests and work on addressing the backlog and intake of state records.

- Facilitate a meeting of the RHRD participant institutions to gauge interest and identify resources and administrative actions necessary to support the program and ensure efficient, effective preservation and access to the records in FY 2026.
- Work with RHRDS to determine feasibility and schedules for potential site visits and inventories.
- Work with RHRDs to revise agreements and facilitate the transfer of custody as appropriate.

GOAL 2: PROVIDE TEXANS WITH ACCESS TO ESSENTIAL RECORDS AND INFORMATION

2.1 Prioritize the appraisal of backlog records.

Prior to 2012 and due to a shortage of staff, the agency routinely accepted records transfers without first determining the archival value of the records. This practice resulted in a ballooning backlog and

increased storage needs at the SRC. As of September 1, 2025, the current backlog stands at 5,798 cubic feet of unappraised records. Approximately 5,000 cubic feet of these records are in storage at the State Records Center.

- Between January 2026 and August 2030, staff will devote approximately 35 percent of their time (estimate of 20,000 hours) to backlog appraisal, concentrating on records in storage at the State Records Center.
- Review and implement selection criteria for 2,374 cubic feet of litigation case files of the Office of the Attorney General. Eliminate a majority of this backlog by FY 2029.
- Achieve a 75% reduction in the overall appraisal backlog currently identified by the end of FY 30.

2.2 Address processing backlog to enable discovery and access by the public.

Archival processing refers to those actions staff must take in order to provide efficient access for research, including: performing basic holdings maintenance; describing the records in finding aids and the online catalog so that the public knows the records are available for research; and entering the records into ArchivesSpace, our collections management system, so that staff can retrieve and serve those records when requested. TSLAC has unprocessed records going back to the Republic era, with the bulk dating from the late 19th century to mid-20th century. As of September 1, 2025, the backlog of unprocessed paper records was approximately 11,854 cubic feet.¹

- Effective January 1, 2026, staff will curtail new backlog processing efforts to concentrate on the appraisal backlog and preparing material for transfer to the new facility. Current processing will continue but will be secondary to completing appraisal assignments.
- Prioritize adding basic catalog records for appraised archival materials to WorldCat and the Texas Archival Resources Online (TARO) catalogs.
- Research, analyze, and implement suitable Artificial Intelligence (AI) applications for processing electronic archival records.
- Apply for grant funds to support processing of 19th century Supreme Court records.

2.3 Manage existing and incoming records efficiently.

Our archivists work with state agencies and elected officials (outside of the legislative branch) to identify records that document important decisions and actions. Those documents are sent to the State Archives for permanent safekeeping, where they are accessioned, organized, and described in order to facilitate access. The volume of records transferred to TSLAC varies significantly from year to year.² Most new accessions are accretions to existing record series. If the older accessions have been appraised, processed, and have a standards-compliant finding aid, the processing time for the new

¹ Records in the appraisal backlog will be added to the processing backlog if they are deemed to have archival value.

² Over the past five years the annual volume of incoming archival records in traditional (analog) formats has ranged from 50 to 1,034 cubic feet, with an average of 398.54 cubic feet of new records each year. The volume of new electronic archival records averaged 8.77 terabytes a year, ranging from 32.92 gigabytes to 32.88 terabytes (or 32,880 gigabytes).

accession will be far less than for records that do not.

- Staff will curtail processing of incoming paper accessions through August 31, 2028, in order to concentrate on backlog appraisal and facilitate the transfer, rehousing, and inventory of records to the new facility.
- Beginning in September 2028, staff will resume processing of incoming paper accessions, prioritizing based on use patterns and PIA review requirements.
- Staff will dedicate approximately five percent of their time to appraising and processing born-digital records during the plan years.
- Utilize students, volunteers, and temporary workers to process, rehouse and describe non-restricted manuscript records as time, circumstances, and resources permit.

2.4 Provide remote users with access to a growing number of resources through digitization efforts.

TSLAC's robust digitization program has relied on federal Library Services and Technology Act funds for the last 20 years. The future of that federal program is unclear, but public demand for more online resources is undeterred. Our archivists are currently working on multiple digitization initiatives, including long-term projects to transfer at-risk media to digital files for preservation and online access. Our partnerships with Ancestry and FamilySearch have also provided digital online access to significant collections of Texas records since 2009. TSLAC will continue to seek opportunities to expand access to its holdings while ensuring archival standards are in place.

The new facility will include a digitization lab with the capability of imaging large-scale items such as maps, drawings, and building plans. Planning for and moving into this space will require significant staff resources through 2027 which will reduce the time available for digitization and oversight of students/volunteers.

- Request legislative appropriations to support ongoing digitization efforts, including staff, the acquisition of necessary equipment, and software.
- Digitize more than 10,000 items annually through August 31, 2030.
- Continue public-private partnerships and utilize grant funding to augment staff digitization efforts.
- Utilize students and volunteers to increase digitization and expand access to collections, as time and circumstances permit.

GOAL 3: ENGAGE OUR CUSTOMERS AND THE GENERAL PUBLIC

3.1 Use TSLAC's public programs, exhibits, online exhibits, and social media to attract, retain, and connect with a wider audience.

Education Outreach initiatives and activities generate interest in and help members of the public of all ages better understand the relevance of TSLAC's archival collections. Exhibits both online and at the Lorenzo de Zavala Archives and Library Building in Austin and the Sam Houston Regional Library and Research Center campus in Liberty invite visitors from a range of backgrounds and interest levels in historical collections to view original archival materials in context. Select items featured on our social media platforms and in exhibits outside of TSLAC further engage general audiences with

our materials. Programming and outreach centered around themes connected to TSLAC collections promotes engagement with those not necessarily requiring research services but curious about the topics presented. Through such efforts, TSLAC seeks to attract a greater audience online and in person.

- Use funding available by the newly created TSLAC bicentennial fund (established by the 89th Legislature for specific purposes), seek additional legislative appropriations, and apply for grant funds to enhance and expand exhibition and public engagement space in the Lorenzo de Zavala State Archives and Library Building.
- Curate exhibits in Austin, Liberty, and online that celebrate, inform, and represent the histories, cultures, and communities in Texas and showcase significant items from the state's archival collections.
- Develop and present programming on select topics that have wide appeal, highlight the strengths of our collections, and offer opportunities for collaboration with stakeholders.
- Utilize the America 250 anniversary in 2026, and similar opportunities, to promote and educate the public about the importance of Texas's archival records.
- Expand online resources that introduce audiences to the critical work of the archives, significant value, and use of historical collections in Austin and Liberty.
- Work with TSLAC Communications staff and stakeholders to increase and enhance social media engagement.
- Raise awareness of the TSLAC's collections by encouraging and facilitating loans of historical items to other repositories and museums for exhibition purposes.
- Utilize social media, programs, and tours to engage members of the public who have items, such as family diaries, letters, and photographs reflecting people and events in Texas history, for donation to TSLAC.
- Update public service activities to meet the evolving needs and use patterns of TSLAC's constituents.

3.2 Increase the use of online platforms and applications, including the archives website presence as well as social media, to reach customers.

- Implement a web form to gather public input on future exhibits, programming, and workshops in FY26.
- Seek additional legislative and grant funding to develop interactive tools for learning (such as sample curricula, exercises, and student projects) related to the study of Texas history, with an emphasis on primary resources for K-12 students.
- Conduct a review and assessment of website information and ease of navigating, searching, and retrieving online collections and resources by September 1, 2029.

GOAL 4: ENGAGE OUR PARTNERS

4.1 Strengthen relationships with staff at other state agencies.

Due to the nature of our work, TSLAC staff develop close ties with the records officers in many state agencies. As staff turnover occurs it can create gaps that impede efficient communication.

The State Archives will continue current efforts to bolster regular communication channels and employ additional methods for agencies to provide feedback and promote greater efficiencies.

- Participate in the State Agency Coordinating Council Records and Information Management monthly meetings of key agency staff, including records officers and legal counsel, providing updates and essential information for archival review and transfer.
- Work with the State and Local Records Management Division on a joint survey of state agencies' legal counsel and records and data management staff to determine their understanding of the State Archives' statutory role, responsibilities, and transfer procedures in FY 29.
- Collaborate with State Preservation Board, Texas Historical Commission, Texas Parks and Wildlife Commission, and Legislative Reference Library, among others, on issues of common concern.

4.2 Work with manuscript dealers, the public, and the Attorney General to recover Texas history.

In the 1960s and 1970s Texas archives were targeted by thieves searching for documents by and about individuals and events significant to Texas history. Among the items stolen were thousands of government records, particularly from the Colonial, Republic, and early Statehood periods. Many have ended up in private collections, depriving the public of access to important, often unique, information about the history of our state. TSLAC maintains lists of known alienated records as well as information on how to identify them on its webpage at <https://www.tsl.texas.gov/arc/missingintro.html>. In the past decade, with the assistance of auction houses, individuals, and the Office of the Attorney General (OAG), TSLAC has successfully recovered 168 documents from its "missing lists"—including 152 Supreme Court case files and seven Republic-era records. TSLAC will continue its efforts to recover known Texas records and documents illegally held in private hands and restore them to the citizens of Texas.

- Create a series of videos and online resources to raise awareness of these missing records and solicit public assistance in their return during FY 26.
- Achieve a 90% success rate in recovering records that are physically located within the state.

4.3 Continue supporting existing partners.

Over the years TSLAC has developed strong partnerships with organizations like the Texas State Historical Association (TSHA) and the Texas Historical Foundation. Additionally, TSLAC works collaboratively with local, state, regional, and national institutions including the Bullock Texas State History Museum, Star of the Republic Museum, San Jacinto Museum and Battlefield, RHRDs, Smithsonian Institution, and institutions of higher education, including the University of Texas at Austin's School of Information. TSLAC also serves as the administrative body for the Texas Historical Records Advisory Board (THRAB) which promotes the awareness and preservation of historically significant records, supports public access to records, and reviews grant requests submitted to the

National Historical Publications and Records Commission for funding.

- Support the Texas History Day program by providing research support and primary source materials for teachers and students and staff expertise as judges.
- Provide at least one Texas History research fellowship through the Texas Library and Archives Foundation each year.
- Continue to solicit input from graduate archival training programs, student interns, and volunteers on ways to improve training and experience.

GOAL 5: ATTRACT AND RETAIN TALENT

5.1 To effectively discharge the agency's duties we must recruit and retain a workforce with specialized skill in archives, conservation, digitization, and electronic records preservation.

- Conduct a staffing audit by FY 28 to determine the staffing resources needed to effectively and efficiently fulfill the agency's responsibilities for the preservation of the state's essential records and meet customer service demands.
- Update career ladders biennially and create a succession plan for leadership positions by FY 27.
- Provide staff with essential training that enhances skills needed to effectively perform their duties and prepare them for advancement.
- Encourage staff participation in professional development opportunities, including conference attendance, workshops, online learning, and in-house training to remain abreast of current trends and developments and foster leadership potential.

IMPLEMENTING THIS PLAN AND NEEDED RESOURCES TO ACHIEVE STATE GOALS

TSLAC is committed to its critical work safeguarding the state archives, as it has done for over a century. Making the most of limited resources, the agency has provided public access and supported education and research throughout the state. With additional state investment, the archives program can make large strides to increase support to the people and government of Texas.

House Bill 1962 directed TSLAC to include a detailed discussion on key elements needed to fully realize state goals for the archives program. These items include:

- An assessment of the current archives backlog (Appendix A)
- A prioritized list of projects (Appendix B)
- Evaluation of resources needed, impact that different amounts of those resources are expected to have on the commission's ability to achieve those goals (Appendix C)
- Performance Measures, Targets, and Timeframes (Appendix D)
- Reporting Mechanism (Appendix E)
- Opportunities and Standards for Collaborative Agreements (Appendix F)

The agency solicited input and comments on this strategic plan from the following stakeholders:

Briscoe Center for American History, University of Texas at Austin

City of Dallas Archives

Deborah Liles, Tarleton State University

Department of Agriculture

Parks and Wildlife Department

East Texas Research Center, Stephen F. Austin State University

Gene Preuss, President, Texas State Historical Association

History Center, Diboll

Fort Worth Public Library, Local History Collections

Monte Monroe, State Historian

Scott Sosbee, professor, Stephen F. Austin State University

State Preservation Board, Bullock Texas State Museum

Texas Historical Commission

Travis County Archives

University of North Texas

University of Texas at Austin, School of Information

University of Texas, El Paso, Special Collections

And members of the Texas Historical Records Advisory Board:

Carla Alvarez, Benson Center for Latin American Studies, University of Texas at Austin

Felicia Williamson, Dallas Holocaust and Human Rights Museum

Mike Miller, Rosenberg Library

Phyllis Earles, Prairie View A&M University

Leslie Stapleton, Texas A&M University San Antonio, Special Collections

APPENDIX A – ASSESSMENT OF THE CURRENT ARCHIVES BACKLOG

Prior to 2012, TSLAC accepted records transfers from state agencies without first determining the archival value of the records. This practice resulted in ballooning appraisal and processing backlogs and increased storage needs. In September 2020, the backlog of unappraised records stood at 7,852 cubic feet and unprocessed records at 16,084 cubic feet. The agency made a concerted effort to address this 40-plus year issue in the Strategic Plan for the State Archives FY 2021-2026, targeting staff time and revising procedures to increase efficiency and public access to materials. As of September 1, 2025, staff have reduced the total backlog by 26% in addition to undertaking several other large-scale, resource-intensive projects and contending with the prolonged effects of the COVID-19 pandemic. The current backlog stands at 5,798 cubic feet of unappraised records (a reduction of 2,054 cubic feet) and 11,854 cubic feet of unprocessed records (a reduction of 4,232 cubic feet).

Strategies to address the appraisal backlog include scheduling dedicated appraisal times for each archivist and employing sampling techniques as appropriate, specifically in regard to large record groups. With present staff, TSLAC anticipates reducing the current backlog by 75% by August 31, 2030. The staff time applied to the appraisal backlog will then be allocated to the processing backlog. The following highlights progress on key records series identified for appraisal in the FY 2021-2026 Strategic Plan:

- Office of the Attorney General - litigation case files, approximately 2,374 cubic feet. Appraisal in progress in consultation with the OAG, expect to eliminate a majority of this backlog by FY 2029.
- Texas Department of Agriculture - litigation case files - 115 cubic feet. Appraisal decision made on 11/4/2022 (TX005401-appraisal-002). All records appraised as non-archival, deaccessioned, and destroyed.
- Department of Health and Human Services – building plans - 135 cubic feet. Department of Health building plans and specifications, 113 cubic ft. (TX004387-appraisal-001), appraised as entirely non-archival and destroyed in October 2024.
- Department of Human Services/Human Resources, multiple series, will need multiple appraisal reports – 2,504 cubic feet. This work has begun, and staff will concentrate on it in FY 26.
- Department of Mental Health and Mental Retardation - building project files - 145 cubic feet. Actual total was 135 cubic ft. (TX004630-appraisal-001). Appraisal decision made on 10/8/2022. Records appraised as partially archival (18 cubic ft.) and non-archival portion (117 cubic ft.) deaccessioned and destroyed in April 2023.
- Texas Ethics Commission - 506 cubic feet. Appraisal decision made in November 2020 with entirety of records appraised as non-archival, deaccessioned on 5/14/2021, and returned to the agency.
- State Board of Insurance, administrative correspondence with companies - 276 cubic feet. In progress (TX007348-appraisal-001), expected to be completed by 12/31/2025.
- State Board of Insurance, Commissioner’s subject files - 338 cubic feet. Appraisal decision made on 6/28/2024. Records appraised as partially archival (259 cubic ft.) and non-archival portion (79 cubic ft.), deaccessioned, and destroyed in March 2025.
- Natural Resource Conservation Commission non-point source management files, 84 cubic ft. In progress (TX007315-appraisal-001), due 3/31/2026.

- Residential Construction Commission records, 64 cubic ft. In progress (TX006295-appraisal-001), due 2/27/2026.
- Department of Transportation administrative correspondence, 43 cubic ft. In progress (TX007130-appraisal-001), due 1/30/2026.

Archival processing includes both the physical (arrangement) and intellectual (description) collection management work required to make the records accessible to users both in-person and online. TSLAC has unprocessed records going back to the Republic era, with the bulk dating from the late 19th century to mid-20th century (treasurer, comptroller, attorney general, supreme court, education). Additionally, records from the appraisal backlog that are identified as archival, are added to the processing backlog.

Each archivist has been assigned at least one large component of the backlog; most have two large backlog projects assigned in priority order. Staff employ minimal processing standards and best practices for most series of backlog records, which includes the creation of basic catalog records and finding aids. TSLAC also utilizes student/volunteer help, when possible, to process series of non-restricted records. The following highlights progress on key records series identified for processing in the FY 2021-2026 Strategic Plan:

- Attorney General litigation case files - about 230 cubic feet.
- Department of Agriculture - multiple series - about 115 cubic feet, 2,000 videos. Revised total adjusted to 391 cubic ft. Processing in progress with four finding aids published from 10/26/2023 through 11/1/2024, and 176 cubic feet deaccessioned upon reappraisal. Approximately 90 cubic feet remain to be processed.
- Education records - multiple series - about 650 cubic feet, 1000 microfilm reels. Revised total adjusted to 915 cubic feet. Staff processed eight series totaling 466.58 cubic feet between FY 21-FY 25. Approximately 448 cubic feet remain to be processed.
- Railroad Commission - multiple series - about 430 cubic feet. Processing of these records began in fall of 2025 and is anticipated to continue through FY 30.
- Secretary of State - about 282 cubic feet, 440 volumes. Staff processed two series totaling approximately 60 cubic feet and updated online finding aids for twenty series in FY 21-FY 25. Processing will continue through FY 30.
- Texas Commission on Environmental Quality/Texas Natural Resource Conservation Commission - hearing examiners files - 233 cubic feet. Staff have completed processing approximately 65% of the records. One finding aid was published on 11/2/2020.
- Texas Commission on Environmental Quality - Reclamation Engineer records - 270 cubic feet, 19 volumes. Processing of these records was completed with finding aid published on 4/21/2023.
- Treasury - multiple series - about 250 cubic feet, 500 volumes. Processing in progress. Expect 45 cubic feet to be completed in FY 26.
- Texas Historical Commission - multiple series, about 63 cubic feet. Processing completed with multiple finding aids published from 9/25/2023 to 5/16/2025.
- Texas National Research Lab records - 294 cubic feet. A minimal description finding aid was completed in February 2021. A series-level inventory will be expanded to box-level at a future date.

APPENDIX B – PRIORITIZED LIST OF PROJECTS AND GOALS

Priority 1 – Goal 2.1 Appraisal of backlog records

- As of September 1, 2025, there are approximately 5,000 cubic feet of unappraised records in storage at the State Records Center. To ensure only records with archival value are relocated to the new storage facility, staff will concentrate appraisal efforts on those records.
- Accordingly, staff will review and implement selection criteria for 2,374 cubic feet of litigation case files of the Office of the Attorney General, eliminating a majority of this backlog by FY 2029.

Priority 2 – Goal 1.1 Provide adequate storage and preservation of public records and ensure ongoing government transparency

- Division staff will focus on preparing approximately 30,000 cubic feet of state archives material for relocation from existing storage facilities to the new archival storage facility through FY 28. Activities will include assessments, rehousing, inventory, and barcoding.

Priority 3 – Goal 1.2 Continue to grow the Texas Digital Archive (TDA) as the official repository of state agency digital archives and publications.

- Acquire additional resources (staff and storage) to support anticipated increase of more than 1 million records a year (born digital and digitized) in the Texas Digital Archive.
- Facilitate and increase the transfer of born-digital records, achieving the inclusion of at least 50% of state agencies by the end of FY 30.

Priority 4 – Goal 2.4 Provide remote users with access to a growing number of resources through digitization efforts.

- Secure legislative support for additional digitization staff in order to meet the demands of Texans for increased online access to archival records.
- Staff will digitize more than 10,000 items annually through August 31, 2030.

Priority 5 – Goal 3.1 Use TSLAC's public programs, exhibits, online exhibits and social media to attract, retain, and connect with a wider audience.

- Develop and present programming on select topics that have wide appeal, highlight the strengths of our collections, and offer opportunities for collaboration with stakeholders.
- Utilize the America 250 anniversary in 2026, and similar opportunities, to promote and educate the public about the importance of Texas's archival records.
- Enhance and expand document exhibition space in the Lorenzo de Zavala State Archives and Library Building.

APPENDIX C – EVALUATION OF THE RESOURCES NEEDED, AND THE IMPACT THAT DIFFERENT AMOUNTS OF THOSE RESOURCES ARE EXPECTED TO HAVE ON THE COMMISSION’S ABILITY TO ACHIEVE THOSE GOALS

Physical Storage Needs

A lack of adequate storage space at the State Archives is an acute problem. The Lorenzo de Zavala Building, which was renovated in 2009, provided only a marginal increase in archival storage capacity, which is now near capacity with no option to expand. Currently, over 33,000 cubic feet of archival materials are stored at the State Records Center, a space designed for warehousing non-current records without the environmental controls necessary for the preservation of unique historical documents. While the creation of the Texas Digital Archive in 2015 will help reduce the quantity of analog records transferred to TSLAC, the agency still projects approximately 1,000 cubic feet of new records each year.

In Senate Bill 30, the 88th Legislature appropriated \$210 million for the construction of a new archival and records storage facility to replace the current facility located on Shoal Creek Boulevard in Austin and to provide increased capacity for archival records and state records. The funds were appropriated to the Texas Facilities Commission (TFC) for management and execution of the project to meet the agency’s unique requirements for preservation and long-term storage. The new facility will house TSLAC operations related to archives, state records storage, and the Talking Book Program.

In August 2024, TFC approved contracts for the land, design, and construction of the new facility to be located in Pflugerville. Upon completion in 2027, all state archival materials will be stored in a controlled climate environment, thus achieving one of the most critical aspects of long-term materials preservation. Preparations for the efficient transfer and relocation of more than 30,000 cubic feet of archival records and artifacts will require concentrated staff effort from FY 26 through FY 28.

Digital Storage Needs

The Texas Digital Archive (TDA) is one of the nation’s most robust approaches to electronic document preservation, providing state government with a centralized digital repository that ensures the preservation of valuable state records in the most effective, efficient, and economical way. Historical digital preservation is the means to ingest, manage, preserve, and store electronics records appraised as archival and to make those records accessible to TSLAC staff and the public. The TDA provides Texans - and the world community - online 24/7 access to the rich legacy of state historical records. Since its inception 10 years ago, the TDA has gone from initial creation to hosting more than 250 TB (equating to more than 12 million items) of permanently valuable state electronic archives. In that time the TDA has received no additional state funding despite the increasing number of digital records added each year. The robust growth of the program requires additional secure storage as well as increased capacity for its preservation platform to improve accessibility and navigability for users. The agency requested funds in FY 26 and 27 to meet anticipated increases in the annual subscription rates for a suitable platform, funding to support customization for enhanced accessibility and navigability, and funding for the increased cost of storage (including both additional storage as well as rising cost for both types of needed storage: dark storage and Government Cloud Storage, sole tenancy to protect state data). That funding request was not approved. The agency anticipates renewing its request in the next LAR. The program has grown to such an extent that the user interface and storage capacity must also be expanded and enhanced to provide more efficient access to the preserved records. Customer satisfaction with the agency rests on the ability to get information quickly and efficiently. The TDA’s public interface must be updated and customized to meet the public demand for improved accessibility and navigability through the TDA’s collections.

APPENDIX D – PERFORMANCE MEASURES, TARGETS, AND TIMEFRAMES

Performance measures, targets, and timeframes for specific action items are included within the narrative of each goal in this strategic plan. Please refer to the specific topics in the plan.

APPENDIX E – REPORTING MECHANISM

- The state archivist will provide summary updates on key activities and metrics for inclusion in the Director’s Report to the Commission.
- The state archivist will provide the Commission’s Archives and Records Committee with a written and oral report at each meeting. The written report will include a narrative, timeline, and metrics. At the Committee Chair’s request, the state archivist will provide a summary and take questions at the next Commission meeting.
- The state archivist will provide an annual report on the agency’s progress at the first Commission meeting of the new fiscal year.
- The state archivist will present a revised strategic plan for Commission approval no later than June 1, 2030.

APPENDIX F – OPPORTUNITIES AND STANDARDS FOR COLLABORATIVE AGREEMENTS

Digitization

TSLAC will continue to seek opportunities to expand access to significant collections of Texas records through collaborations with entities such as Ancestry and FamilySearch. TSLAC has adopted the following standards for considering collaborative agreements, based on best practices in use by the National Archives and Records Administration:

- Employ a standard template for digitization partnership agreements, subject to final agreement of both parties.
- Agreements should be non-exclusive – TSLAC will consider agreements with multiple partners for different materials, though original archival materials will only be digitized by one party.
- Agreements should include a period of exclusivity for the digitization partner, followed by a transfer or donation of the digitized records to TSLAC with full and unrestricted rights.
- Agreements should ensure TSLAC authority over original records and determination as to whether an archival record is too fragile for digitization; specify minimum image quality; and ensure partners indicate where the original record may be found when viewed via partner websites.

Loan of archival material

TSLAC periodically receives loan requests from a variety of entities to borrow archival records and artifacts for the purpose of offsite display and exhibition. The Texas State Preservation Board and its two exhibit venues, the Bob Bullock Texas State History Museum and the Capitol Visitors Center, have preferred borrower status. The preferred status is based on TSPB’s shared mission, location in the Capitol Complex, long partnership, and good working relationship with TSLAC, and its successful history as a borrower and exhibitor. Archives, museums, and similar public institutions in Texas that

meet all the minimum exhibition requirements will have preferred loan evaluation consideration over non-Texas and private entities. In 2023, TSLAC developed administrative rules for the Loan and Exhibition of State Archives. The minimum expectation with any approved loan is that there will be substantial benefit to TSLAC in regard to public education, outreach, publicity, and promotion of the agency's mission.

- Borrowers during the past five years have included the Bob Bullock Texas State History Museum, National Museum of the Pacific War, City of Corsicana, and the Alamo Trust, Inc.

Other opportunities

The agency has provided select documents for several events at the Governor's Mansion over the past five years, including the 1840 Treaty of Friendship, Commerce and Navigation between the Republic of Texas and the Netherlands for the visit of Queen Máxima of the Netherlands in 2022. TSLAC will consider and weigh the merits and risks of other collaborative proposals based on a variety of factors including but not limited to:

- Condition assessment of specific items.
- Expectation of substantial benefit to TSLAC in regard to public education, outreach, publicity, and promotion of the agency's mission.
- TSLAC's right to approve the presentation and interpretation of the item.
- Security, environmental controls, illumination, fire monitoring and suppression, transportation, and insurance considerations.
- Staff time required and other competing requests or priorities.

