



# Form SLR 512 – Records Management Policy and Declaration of Compliance

By an Elected County Official

## Part 1: Contact Information

Name of County and Elective Office: \_\_\_\_\_

Name of Officeholder: \_\_\_\_\_

Mailing Address, City, Zip Code: \_\_\_\_\_

Business email: \_\_\_\_\_ Phone: \_\_\_\_\_

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## Part 2: Records Management Policy

The Texas Local Government Records Act (Title 6, Subtitle C, Local Gov. Code) requires that each elective county office establish a records management program. A written plan establishing the program must be filed with the director and librarian of the Texas State Library and Archives Commission.

### **I, the undersigned elected county officeholder,**

will serve as records management officer (RMO) for the office as provided by Local Gov. Code § 203.001.

*Or, instead;*

designate the county records management officer to act as records management officer for the records of the office, to the extent authorized, as provided by Local Gov. Code § 203.005(g).

- Name and Title of Designated Countywide RMO: \_\_\_\_\_
- Countywide RMO Signature: \_\_\_\_\_

➤ **Elected County Officer Signature:** \_\_\_\_\_

**SECTION 1. DEFINITION OF RECORDS OF THE OFFICE.** All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the office or any of its officers or employees pursuant to law or in the transaction of public business are declared to be the records of the office and shall be created, maintained, and disposed of in accordance with the provisions of this policy or procedures authorized by it and in no other manner.

**SECTION 2. RECORDS DECLARED PUBLIC PROPERTY.** All records as defined in Section 1 of this statement are declared to be the property of the office. No official or employee of the office has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

**SECTION 3. POLICY.** It is declared to be the policy of the office to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of the office through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act and accepted records management practice.

**SECTION 4. RECORDS MANAGEMENT OFFICER.** The records management officer for the office will ensure that the maintenance, destruction, microfilming, electronic storage, or other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act, rules adopted under the Act, and the policies of the office.

SECTION 5. RECORDS MANAGEMENT COOPERATION. The office shall work with the commissioners court, the county records management officer, and other county officers in seeking efficient and cost-effective solutions to records problems commonly experienced by all county offices.

### Part 3: Declaration of Compliance

As records management officer for the local government named, I declare records control schedules have been prepared for all records as required by Local Gov. Code §203.041(a) for use in our records management program. I certify that the schedules:

- Comply with the minimum requirements established on records retention schedules issued by the Texas State Library and Archives Commission (as checked below), including retention periods; and
- No retention period on the records control schedules is less than a retention period prescribed by a state or federal law, regulation, or rule of court.

As records management officer, I understand that I shall:

- Assist in establishing and developing policies and procedures for the records management program for the local government;
- Ensure compliance with other duties of records management officer pursuant to Local Gov. Code, §203.023;
- Ensure compliance with Electronic Standards and Procedures, 13 TAC 7, pursuant to Local Gov. Code, §205.002; and
- Ensure compliance with Microfilming Standards and Procedures, 13 TAC 7, pursuant to Local Gov. Code, §204.002.

I declare that this local government will comply with the retention schedule:

Schedule GR (Records Common to All Governments)

I declare compliance with the following additional retention schedules issued by the commission:

*(check all that apply):*

- |  |   |
|--|---|
| <input type="checkbox"/> Schedule CC (Records of County Clerks)                    | <input type="checkbox"/> Schedule PS (Records of Public Safety Agencies)    |
| <input type="checkbox"/> Schedule DC (Records of District Clerks)                  | <input type="checkbox"/> Schedule PW (Records of Public Works and Services) |
| <input type="checkbox"/> Schedule EL (Records of Elections and Voter Registration) | <input type="checkbox"/> Schedule SD (Records of Public School Districts)   |
| <input type="checkbox"/> Schedule HR (Records of Public Health Agencies)           | <input type="checkbox"/> Schedule TX (Records of Property Taxation)         |
| <input type="checkbox"/> Schedule JC (Records of Public Junior Colleges)           | <input type="checkbox"/> Schedule UT (Records of Utility Services)          |
| <input type="checkbox"/> Schedule LC (Records of Justice and Municipal Courts)     |   |

**RMO Name and Title:** \_\_\_\_\_

**RMO Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Part 4: Acceptance by Texas State Library and Archives Commission (*internal use only*)

This Records Management Policy and Declaration of Compliance has:

- been accepted for filing pursuant to Local Gov. Code §203.041(a)(2). A record appearing on a valid records control schedule may be disposed of at the expiration of its retention period without additional notice to the director and librarian as described in §202.001(a)(1), subject to the provisions of §203.041(d).
- been accepted for filing subject to the conditions stated in the accompanying letter.

Name and Title: Megan Carey, Manager, Records Management Assistance Unit

Signature: \_\_\_\_\_ Date: \_\_\_\_\_