PUBLICATIONS ORDER FORM

Texas State Library and Archives Commission
State and Local Records Management Division

Name _____ Title _____

Government _____

Address _____

City _____ State TX Zip Code _____

Telephone _____ Fax _____

e-mail _____ Preferred Delivery Method _____

POLICY MODELS

- ☐ Policy Model 1 Elected County Officials
- ☐ Policy Model 2 Establishing a Records Management Program
- ☐ Policy Model 3 Small Municipality
- ☐ Policy Model 4 Model Order or Ordinance

BULLETINS

- ☐ A Microfilm Standards and Procedures
- ☐ B Electronic Records Standards and Procedures
- ☐ C Inventory and Appraisal of Records
- ☐ D Local Government Records Law
- ☐ E Electronic Filing and Recording By County Clerks

THE LOCAL RECORD

- ☐ Sample Issue (Newsletter)
- ☐ Subscription

RECORDS SCHEDULES

- ☐ Local Schedule CC County Clerk
- ☐ Local Schedule DC District Clerk
- ☐ Local Schedule EL Elections/Voter Registration
- ☐ Local Schedule GR All Governments
- ☐ Local Schedule HR Health Records
- ☐ Local Schedule JC Public Junior Colleges
- ☐ Local Schedule LC Justice & Municipal Courts
- ☐ Local Schedule PS Public Safety
- ☐ Local Schedule PW Public Works
- ☐ Local Schedule SD Public School Districts
- ☐ Local Schedule TX Property Taxation
- ☐ Local Schedule UT Public Utilities

FORMS

- ☐ SLR 500 Records Control Schedule
- ☐ SLR 501 Records Destruction
- ☐ SLR 503 Records Inventory Form
- ☐ SLR 508 Declaration of Compliance
- ☐ SLR 509 Supplemental Records Control Schedule
- ☐ SLR 520 Schedule Amendment
- ☐ SLR 540 Schedule Certification and Acceptance

MICROFILM
(Not available electronically)

- ☐ Microfilm Fee Schedule
- ☐ Microfilm Targets
- ☐ Microfilm Handbook ($10)

SLRM USE ONLY SLR 647 DB

Taken By _____
Date _____
Sent By _____
Date _____

OTHER (Specify)

TEXAS STATE LIBRARY AND ARCHIVES

State and Local Records Management Division
Box 12927
Austin, Texas
78711-2927

512-421-7200
512-421-7287 *FAX*