



# Declaration of Compliance

with the Records Scheduling Requirement of the Local Government Records Act  
Submitted pursuant to Local Government Code §203.041(a)(2)

## Section 1 SUBMISSION OF DATA

1. Government: \_\_\_\_\_
2. Address: \_\_\_\_\_  
City: \_\_\_\_\_ ZIP code: \_\_\_\_\_
3. Telephone: \_\_\_\_\_ 4. Email (optional): \_\_\_\_\_

## Section 2 LOCAL GOVERNMENT CERTIFICATION

As records management officer for the local government or elective county office named, I hereby declare, that in lieu of filing records control schedules, we have adopted records control schedules that comply with minimum requirements established on records retention schedules issued by the Texas State Library and Archives Commission (as checked below) for use in our records management program. In doing so, I also certify that the administrative rules for electronic records, adopted by the commission under Local Government Code §205.003(a) will be followed for records subject to the rules. I understand that:

- the validity of this declaration is contingent on its acceptance for filing by the commission;
- if we have previously filed documentation with the commission in which we declared our intent to retain all records permanently, we must attach amended documentation to this declaration before it can be accepted for filing;
- the records retention schedules adopted by this declaration may be amended by filing for approval a supplemental Records Control Schedule Amendment (SLR 520) on which are listed proposed retention periods for records that do not appear on schedules issued by the commission (as checked below);
- if a supplemental Records Control Schedule Amendment is not filed, we must file a Request for Authorization to Destroy Unscheduled Records (SLR 501) in order to destroy records that do not appear on schedules issued by the commission (as checked below); and
- the commission will provide us with access to subsequent editions of any schedules issued by the commission.

### 1. I hereby declare that our records control schedules will comply with the following schedules issued by the commission:

- |  |  |
|--|--|
| <input type="checkbox"/> Schedule CC (Records of County Clerks)                    | <input type="checkbox"/> Schedule LC (Records of Justice and Municipal Courts) |
| <input type="checkbox"/> Schedule DC (Records of District Clerks)                  | <input type="checkbox"/> Schedule PS (Records of Public Safety Agencies)       |
| <input type="checkbox"/> Schedule EL (Records of Elections and Voter Registration) | <input type="checkbox"/> Schedule PW (Records of Public Works and Services)    |
| <input type="checkbox"/> Schedule GR (Records Common to All Governments)           | <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)             |

### 2. If any records control schedules or amendments have been filed with the commission, I also hereby declare that those schedules or amendments:

are superseded by this declaration.

are not superseded by this declaration. I understand that, in the event of a conflict between the previously filed records control schedules or amendments and the schedules adopted by this declaration, the longer retention period shall apply.

Name and Title: \_\_\_\_\_

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

## Section 3 TEXAS STATE LIBRARY ACCEPTANCE (to be completed by Texas State Library)

This Declaration of Compliance has been accepted for filing pursuant to Local Government Code §203.043(a). A record appearing on a schedule issued by the commission (as checked above) 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).

Name and Title: \_\_\_\_\_

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

# Instructions for Completing Form SLR 508

**PURPOSE:** *State law requires that each local government that wishes to have the authority to destroy records must submit to the Texas State Library and Archives Commission records control schedules listing the records created or received by the local government and retention periods for the records. Form SLR 508 may be used by a local government who wishes to adopt the records retention schedules promulgated by the commission in lieu of filing records control schedules with the commission.*

## SECTION 1: SUBMISSION OF DATA

**Field 1** Enter the complete name of the local government (e.g., City of Amarillo, Brownsville ISD, Brazos County, Harris County Municipal Utility District #25, Tarrant County Constable Pct. 4).

**Fields 2-4** Enter the contact information for the Records Management Officer.

## SECTION 2: LOCAL GOVERNMENT CERTIFICATION

**Field 1** Check the boxes next to the Local Schedules with which your government will comply. If you are not sure which Local Schedules to adopt, please contact the State and Local Records Management Division.

**Schedule CC** is for use by county clerks, county surveyors, and local registrars.

**Schedule DC** is for use by district clerks.

**Schedule EL** is for use by any entity with records of elections and voter registration.

**Schedule GR** includes records such as meeting minutes, personnel files, and accounting records, and is for use by all local governments.

**Schedule HR** is for use by local health units and departments, public health districts, public hospitals, animal control departments, and animal shelters.

**Schedule JC** is for use by public junior colleges.

**Schedule LC** is for use by justice and municipal courts.

**Schedule PS** is for use by public safety agencies.

**Schedule PW** is for use by counties, municipalities, and any local government entity with records of public works and other government services (including, but not limited to: veterans service officers, soil and water conservation districts, public libraries, airports, social services, and planning and zoning offices).

**Schedule SD** is for use by public school districts, open-enrollment charter schools, and other educational districts and cooperatives.

**Schedule TX** is for use by appraisal districts and tax offices of taxing units.

**Schedule UT** is for use by public utilities (water districts and local government-owned water and wastewater, solid waste, electric, and gas utility departments).

**Field 2** If no previous records control schedules have been filed with the commission, leave blank.

a. Choose "are superseded" if you would like for this declaration to replace a records control schedule previously filed with the commission.

b. Choose "are not superseded" if you would like any previously filed records control schedule to remain in effect.

**Signature** Declarations must be signed by the designated records management officer of the local government or elective county office. Declarations not signed by the records management officer will be returned for re-submission. Local Government Code, §203.041(a)(2)

**SECTION 3: DO NOT WRITE IN THIS FIELD. TSLAC USE ONLY.**

**SUBMISSION:** Mail to the address at the bottom of the form. The form may not be filed electronically. A copy of this form indicating its acceptance for filing will be returned to the records management officer.