

Local Government Records Control Schedule CERTIFICATION AND ACCEPTANCE

Section 1 USE OF FORM

1. Purpose of Schedule

Original Schedule (Check if no previous records control schedule is on file)

Amended Schedule (Check if this records control schedule replaces previous records control schedule on file)

Amendment to Schedule or Supplemental Records Control Schedule

2. Number of Pages: _____

Section 2 SUBMISSION OF DATA

1. Government: _____

2. Department (optional): _____

3. Office (optional): _____

4. Address: _____

City: _____ ZIP code: _____

5. Telephone: _____

6. Email (optional): _____

Section 3 LOCAL GOVERNMENT CERTIFICATION

The attached document is submitted for filing pursuant to Local Government Code §203.041. It has been approved according to the ordinance, order, or plan of the local government or elective county office for which I am the Records Management Officer. I certify that the administrative rules for electronic records, adopted under Local Government Code §205.003(a), will be followed for records subject to the rules.

Name and Title (print or type): _____

Signature: _____ Date: _____

Section 4 TEXAS STATE LIBRARY ACCEPTANCE (to be completed by Texas State Library)

This records control schedule submitted for filing with the Texas State Library and Archives Commission has:

been accepted for filing pursuant to Local Government Code §203.043(a). A record appearing on the schedule or amendment 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).

not been accepted for filing pursuant to Local Government Code §203.043(b). See accompanying letter for explanation.

Name and Title: _____

Signature: _____ Date: _____



SLRM
STATE AND LOCAL
RECORDS
MANAGEMENT

Form
SLR 540

Texas State Library
and Archives Commission

State and Local Records
Management Division

Box 12927
Austin, Texas 78711-2927

512-463-7610
512-936-2306 FAX

SLR 540 (6/12)

Instructions for Completing Form SLR 540

This form must accompany all submissions of Form SLR 500 and Form SLR 520. If you have any questions relating to completion of this form, SLR 500, or SLR 520, please contact the State and Local Records Management Division at 512-463-7610.

Two (2) Certification and Acceptance Forms must be attached to each records control schedule, amended schedule, or amendment submitted for filing.

SECTION 1: USE OF FORM

Field 1 Indicate whether this schedule is an original or amended filing. Choose only one.

- **Original Schedule:** Choose this option if your local government has never filed a records control schedule with the commission.
- **Amended Schedule:** Choose this option if this records control schedule is meant to replace a previous records control schedule on file with the commission.
- **Amendment to Schedule:** Use when records are being added to a previously filed and accepted records control schedule.

Field 2 Indicate the number of pages in the SLR 500 or SLR 520.

SECTION 2: 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).

Field 2 Enter the name of the department for which this records control schedule applies. If this records control schedule applies to the entire local government, leave this field blank.

Field 3 Enter the name of the office for which this records control schedule applies. If this records control schedule applies to the entire local government, leave this field blank.

Fields 4-8 Enter the contact information for the Records Management Officer.

SECTION 3: LOCAL GOVERNMENT CERTIFICATION

Enter the Name and Title of the Records Management Officer (e.g., City Secretary, County Clerk, Superintendent). The Records Management Officer should sign and date the schedule.

Note: This form must be signed by the designated records management officer for the local government or elective county office. Records control schedules not signed by the records management officer will be returned for re-submission. Local Government Code, §203.041(a) and (b).

SECTION 4: DO NOT WRITE IN THIS FIELD. TSLAC USE ONLY.