



## Retention Schedule Recertification Checklist

When preparing your agency's records retention schedule for submission to TSLAC, please review this checklist to ensure accuracy and compliance

✓	Action Item
	Complete forms 105 and 105C using the instructions provided with each form – accessible on the web: <a href="https://www.tsl.texas.gov/slr/recordspubs/forms/state.html">https://www.tsl.texas.gov/slr/recordspubs/forms/state.html</a> . <ul style="list-style-type: none"> <li>▪ If creating a substitute for form SLR 105 in another computer application, submit sample pages early in the process for TSLAC pre-approval.</li> </ul>
	Make certain that the agency's schedule follows the minimum retention periods set forth by the <u>current</u> edition of the <i>Texas State Records Retention Schedule (RRS)</i> – accessible on the web: <a href="https://www.tsl.texas.gov/slr/recordspubs/rrs4.html">https://www.tsl.texas.gov/slr/recordspubs/rrs4.html</a> .
	Incorporate any changes (additions, changes, or deletions) made to the schedule through amendments since the previous recertification, as applicable.
	Compare the agency's schedule to the State Records Series Review Checklist. <ul style="list-style-type: none"> <li>▪ If appropriate, add missing records series to the agency's schedule.</li> </ul>
	Ensure agency records series are assigned the correct records series item numbers (RSIN). <ul style="list-style-type: none"> <li>▪ Unique program records will likely not have an RSIN.</li> </ul>
	Ensure all agency records series are assigned a unique Agency Item Number (AIN). <ul style="list-style-type: none"> <li>▪ AINs cannot be repeated. Each records series must have its own AIN.</li> <li>▪ TSLAC RSINs cannot be used as AINs.</li> </ul>
	If agency departments correspond to AINs (e.g. AIN A100 through A200 equals Accounting department records and AIN T100 through T200 equals IT department records) please include a departmental index as part of the schedule.
	Copy definitions, citations, and Archives Notes as written in the RRS.
	Be sure to define AC in Field 9 for all retention periods that include AC.
	Ensure archival codes (A, R, and E) are assigned correctly and match the RRS. For universities and agencies with their own archives, use archival codes I and O.
	Spell out all acronyms the first time they are used, afterwards use the acronym only.
	Check for typos, spelling errors, and inconsistencies in capitalization and punctuation.
	Ensure each record series is coded with N (for new series to the schedule), C (for series that have had a change made to them from the last recertification or amendment), S (if the series has appeared on a schedule previously and no changes have been made), or O (for series that are obsolete).