Records Management Basics

For state agencies and public universities in Texas
August 26, 2025

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

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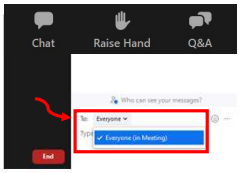
Orientation

In the chat, share where you're tuning in from!



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Records Management Assistance (RMA) Unit

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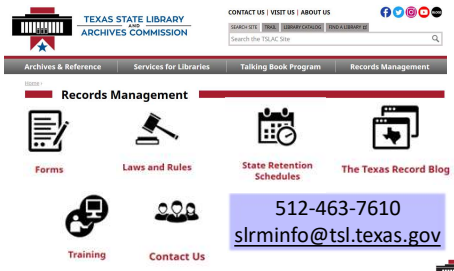
www.tsl.texas.gov/slrm



4

Learning Objectives

5

I. Fundamentals

The laws, rules, and definitions to know to effectively manage government records.

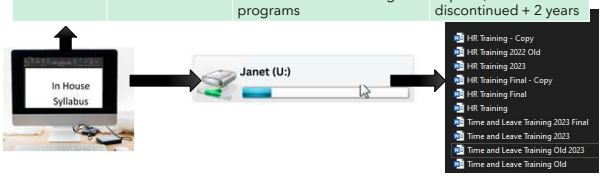
6

Meet Janet

7

So, the story goes…

Item #	Title	Description	Retention Period
3.3.030	Internal Training Records	… E.g., training syllabuses… used in in-house training programs	Until superseded, expired, or discontinued + 2 years



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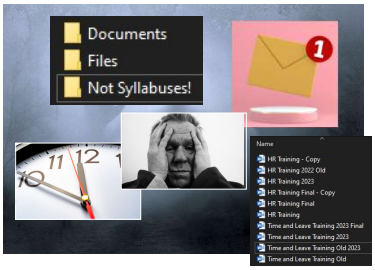
Janet's New Adventure

9

Where are the records?



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Three Pillars of Open Government

Public Information Act
(Gov. Code Chapter 552)

Open Meetings Act
(Gov. Code Chapter 551)

State Records Management Laws
(Gov. Code Chapter 441)

11

Bulletin 4 – State Records Management Laws

- Definitions
- Roles and responsibilities
  - TSLAC
    - State Records Administrator
    - State Archivist
  - State Agency
    - Agency Head
    - Records Management Officer

www.tsl.texas.gov/slrm/pubs/bulletin4

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Bulletin 4 – Records Management Officers (RMO)

- Role of Agency Head
- Role of RMO
- Form SLR 104

www.tsl.texas.gov/slrm/forms

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What is Records Management?

"The application of management techniques to the **creation, use, maintenance, retention, preservation, and destruction** of state records for the purpose of improving the efficiency of recordkeeping, ensuring access to public information under Chapter 552, and reducing costs."

- Gov. Code §441.180

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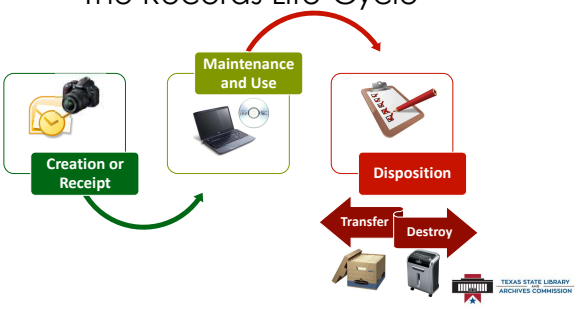
The Records Life-Cycle



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Records Management

BENEFITS

- Legal requirement and protection
- Workflow efficiency
- Cost reduction
- Protection of essential records
- Positive Perception

CONSEQUENCES

- Potential criminal penalties
- Longer retrieval times
- Ongoing obligation to protect records

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A State Record Is:

- Recorded information in any medium;
- Created or received by or on behalf of a state agency or an elected state official;
- Documenting activities in the conduct of the state business or use of public resources.

Gov. Code §441.180

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A State Record Is NOT:

Convenience Copies

Blank Forms and Stocks of Publications

Library or Museum Materials

Legislative Records

Gov. Code §441.180(11)

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An Electronic State Record:

- Meets the definition of a state record
- Machine-readable
  - Maintained in electronic format for computer processing
  - Including the product of computer processing of the information
- **Two types:**
  - Born digital – original record was always electronic
  - Digitized – original record was analog and then made electronic.

13 TAC §6.92 (4)

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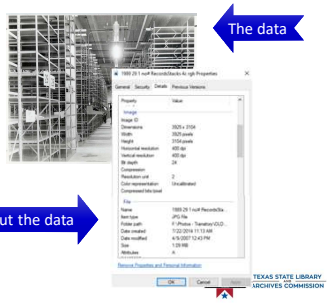
Metadata Is:

- Data about data
- Part of the electronic record
  - Information about the e-record
  - Stays with record
- Created by systems or people



13 TAC §6.92 (9)

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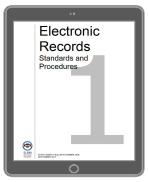
Electronic Records Laws and Rules

Texas Administrative Code – Sections 6.91-6.98

(Bulletin 1: Electronic Records Standards and Procedures)

- Definitions
- Minimum requirements for all e-records.
- Additional requirements for archival, permanent and vital e-records.
- Guidelines now available

www.tsl.texas.gov/slrm/pubs/bulletin1



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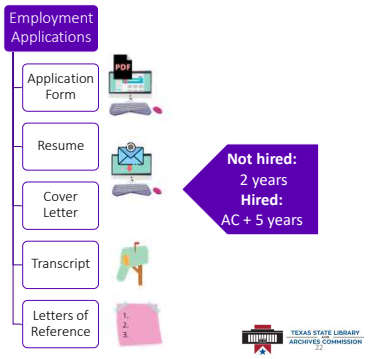
Record Series

- Grouping of records that all serve same function.
- All kept same length of time.

Retention Period

- Minimum length of time record must be kept.

13 TAC §6.1 (13)



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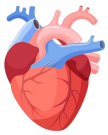
Records Retention Schedule (RRS)

- Lists all records series maintained by the state agency with mandatory prescribed minimum retention periods.
- Retention schedules are media-neutral.



Benefits:

- Comply with state records management laws.
- Convey retention rules to all agency staff.
- Identify, secure, and protect vital records.

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Texas State RRS and URRS

- Texas State Records Retention Schedule: Basis for general series found in state agencies/universities
  - Category 1: Administrative Records
  - Category 2: Information Technology Records
  - Category 3: Personnel Records
  - Category 4: Fiscal Records
  - Category 5: Support Services Records

- Texas State University Records Retention Schedule: Basis for common series found in public universities/institutes of higher education

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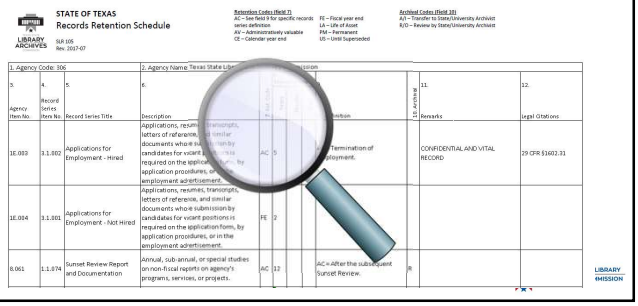
Elements of a Records Retention Schedule



STATE OF TEXAS
Records Retention Schedule

SLR 105
Rev. 2017-07

Retention Codes (Field 7)
AC – See field 9 for specific records series definition
AV – Administratively valuable
CE – Calendar year end
FE – Fiscal year end
LA – Life of Asset
PM – Permanent
US – Until Superseded

Archival Codes (Field 10)
A/I – Transfer to State/University Archivist
R/O – Review by State/University Archivist

1. Agency Code: 306			2. Agency Name: Texas State Library and Archives Commission							
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period: Years	Months	Days	9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
1E.003	3.1.002	Applications for Employment - Hired	Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	AC	5			AC = Termination of employment.		CONFIDENTIAL AND VITAL RECORD	29 CFR §1602.31
1E.004	3.1.001	Applications for Employment - Not Hired	Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	FE	2						
8.061	1.1.074	Sunset Review Report and Documentation	Annual, sub-annual, or special studies on non-fiscal reports on agency's programs, services, or projects.	AC	12			AC = After the subsequent Sunset Review.	R		

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Common Retention Codes

[just a number]	• Add number to the date record is created/received
AC	• "After close"; see event trigger for specific record series definition
AV	• As long as administratively valuable (purpose served)
CE	• Calendar Year End, December 31st, in which record is created/received
FE	• Fiscal Year End: Aug. 31 http://bit.ly/FYEcalc
LA	• Life of asset
PM	• Permanent (never destroy)
US	• Until superseded (keep until replaced by an updated version)

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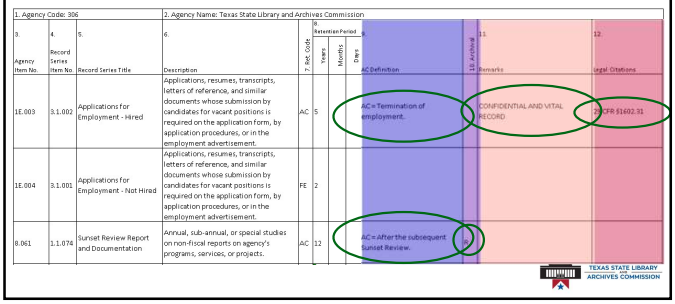
Elements of a Records Retention Schedule



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Recertification Timeline

Texas Administrative Code, Title 13, Chapter 6

- Initial Certification
- 1 Year Recertification Deadline
- 1 Year Recertification Deadline
- 5 Year Recertification Deadline after first 2 recertifications *

OTHER CONSIDERATIONS

- Absorb another agency? 1 year to recert then back to 5 years.
- These are just deadlines. Agencies and universities can recertify at any point in the 1 or 5-year period.
- Take on a new function between recerts? Submit an amendment.

***most state agencies and universities have reached this stage.**

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Review Timeline

6 months from recert date	Receive a letter and an email from your analyst serving as a notification. Notification includes checklist and last approved retention schedule.
1 month from recert date	Receive reminder email from your analyst.
Schedule received by analyst	Analyst reviews schedule. If corrections are required, a memo is created noting where corrections are required.
Schedule is passed on to TSLAC archives	TSLAC's Archives and Information Services division review. If corrections are required another memo is created.
Schedule is given to Director and Librarian for signature	The final sign off. The date of signature is the date of acceptance. Once this occurs, the schedule is uploaded to Texlinx and TSLAC's website.

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Retention Schedule Resources

- List of all State Agency retention schedules:
  - www.tsl.texas.gov/slrm/state/schedules
- Webinar: Schedule Recertification Process:
  - www.tsl.texas.gov/slrm/state/schedules/recertification

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Knowledge Check: Records Analysis

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Document #1

Minutes of Records Management Department Staff Meeting
August 15, 2013
9:00 a.m.

Attendees:

Bob Evans	Nina Pfieffer
Erica Barleymore	Martin Rister
Maria Cassavetes	Erin Walker
Ray Houseman	Eva Williams

Eva Williams will be learning the duties of Ray Houseman's position as Training Coordinator so that she may act as a backup for times when Ray is not here. She will also take minutes at the Status and Briefing meetings for the department that will occur every two weeks.

In August, the six-month performance appraisals will be done for the new analysts and status checks will be performed for the rest of the unit.

We need to have change management steps built in to projects to ensure manager/management approval before process, print or web changes are made. Any submission needs to be carefully checked before being published or printed. Everyone should be involved in the proofreading process, so please build in time for review.

ACTION ITEM: The person in charge of a project will set a deadline for review and Polly will then help calculate a timeline for proofing and printing.

The County and District Clerks Association conference will occur on Friday, November 6. Materials for the conference need to be approved by Polly

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Document #1 – Which Series?

RSIN	Record Series Title	Record Series Description	A	Retention Period	Remarks
1.1.058	Meetings, Agendas and Minutes of Open	Agendas and minutes of state boards, committees, commissions, and councils that conduct open meetings as required by Chapter 551, Government Code.	A	PM	**ARCHIVES NOTE:** Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission.
1.1.061	Meetings – Notes	Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes are prepared.		AC+90 days	AC= Approval of the written minutes by the governing body. See caution comment at RSIN **1.1.058.**
1.1.063	Staff Meeting Minutes and Notes	Minutes or notes, and supporting documentation, taken at internal agency staff meetings.		1	

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Document #2

Texas State Library and Archives Commission

State and Local Records Management Division is pleased to present this

Certificate of Completion

to

State Agency Employee

Jane Doe

for participation in

Introduction to Records Management

Credit Hours: 3.50 February 14, 2013

Mark Smith
Director and Librarian
Texas State Library and Archives Commission

Craig A. Kelso
State Records Administrator
Texas State Library and Archives Commission

OFFICIAL HR COPY

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Document #2 – Which Series?


Texas State Library and Archives Commission
Certificate of Completion
State Agency Employee
Jane Doe
Introduction to Records Management

RSIN	Record Series Title	Record Series Description	A	Retention Period	Remarks
3.1.027	Training and Educational Achievement Records (Individual)	Certificates of completion, certifications, licenses, transcripts, test scores, or similar records documenting the training, testing, certification, licensing, or continuing education achievements of an employee.		AC+5	AC= Termination of employment.
3.1.037	Employee Recognition Records	Awards, incentives, tenure, etc.		AC+5	AC= Termination of employment.
3.3.030	Internal Training Administration Records	Records documenting the planning, development, implementation, administration and evaluation of in-house training programs, including but not limited to training manuals, course registration, classrosters, sign-in sheets, syllabuses, course outlines, and similar training aids used in in-house training programs.		AC+2	AC = Close of training session, after training materials superseded, or termination of training program, as applicable. See RSIN 1.1.043 for external training records. See RSIN 3.1.027 for individual employee training records. CAUTION: Does not include hazardous material training records. See RSIN 5.4.007.

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Document #2 – Which Series?


Texas State Library and Archives Commission
Certificate of Completion
State Agency Employee
Jane Doe
Introduction to Records Management

RSIN	Record Series Title	Record Series Description	A	Retention Period	Remarks
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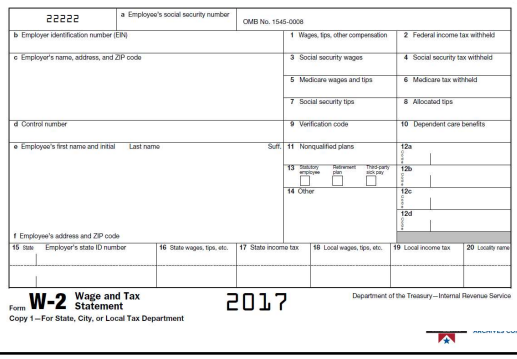
Document #3


22222 | a Employee's social security number | OMB No. 1545-0008

b Employer identification number (EIN) | 1 Wages, tips, other compensation | 2 Federal income tax withheld

c Employer's name, address, and ZIP code | 3 Social security wages | 4 Social security tax withheld

5 Medicare wages and tips | 6 Medicare tax withheld

7 Social security tips | 8 Allocated tips

d Control number | 9 Verification code | 10 Dependent care benefits

e Employee's first name and initial | Last name | Suff. | 11 Nonqualified plans | 12a

13 Statutory employee | Retirement plan | Third-party sick pay | 12b

14 Other | 12c

12d

f Employee's address and ZIP code

15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Form W-2 Wage and Tax Statement 2017 Department of the Treasury—Internal Revenue Service

Copy 1—For State, City, or Local Tax Department

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Document #3 – Which Series?

RSIN	Record Series Title	Record Series Description	A	Retention Period	Remarks
3.2.002	Employee Earnings Records	Payroll records and registers documenting employee earnings, wages, and pay. This may include but is not limited to payroll input records, summary statements, payroll vouchers, payroll detail sheets, and payroll history.		4	40 TAC §15.106(i).
3.2.003	Federal Tax Records	Includes 1099, W2, FICA, and other tax records.		AC+4	AC= Tax due date, date the claim is filed, or date tax is paid, whichever is later. 26 CFR 31.6001 - 1(e)(2).
3.2.006	Wage Rate Tables	Records defining the wage or salary rate for each position in the agency expressed in dollars, grades, or step numbers.		2	29 CFR 516.6(a)(2).

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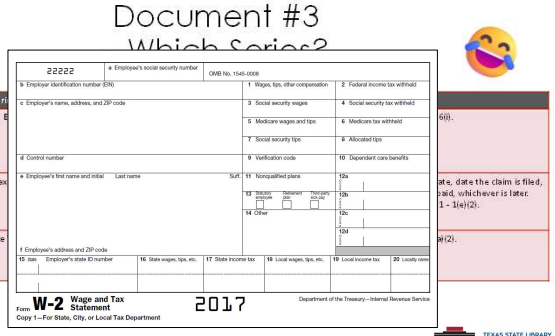
Document #3 – Which Series?



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II. Electronic Maintenance

Special retention considerations for email, social media, and more.

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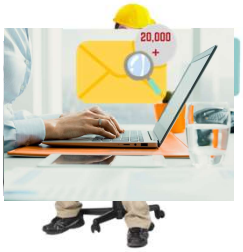
Search and Find

- This is Greg ➔
- Construction contracts must be kept for life of asset + 10 years.



What risks do you foresee with Greg's email setup?

Fulfilling his boss's request?

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Managing Email Records

- Email is a *format*, not a type of record
  - No record series called "paper" or "email"
- Determine retention by the *content* of the email
  - Same criteria as paper records.
- Includes any government records sent from personal devices or accounts.

Webinar Series: Email Records
www.tsl.texas.gov/slrm/webinars/email-series

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Custodianship: Who has the record copy?

The *custodian* is:

- The person who has the record copy, which needs to be kept for the full retention period.

With email, the *sender* is:

- Typically the custodian of the record copy.

The recipient may *also* need to keep a copy if:

- The email requires the recipient to take an action
- The email documents an action taken by the recipient

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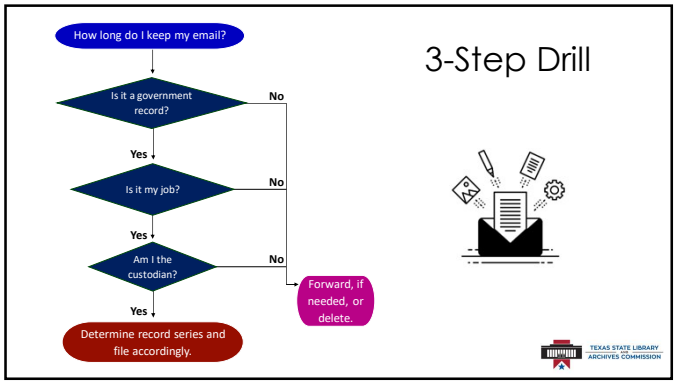
How long do I keep my email?
Is it a government record?
No
Yes
Is it my job?
No
Yes
Am I the custodian?
No
Yes
Forward, if needed, or delete.
Determine record series and file accordingly.
3-Step Drill
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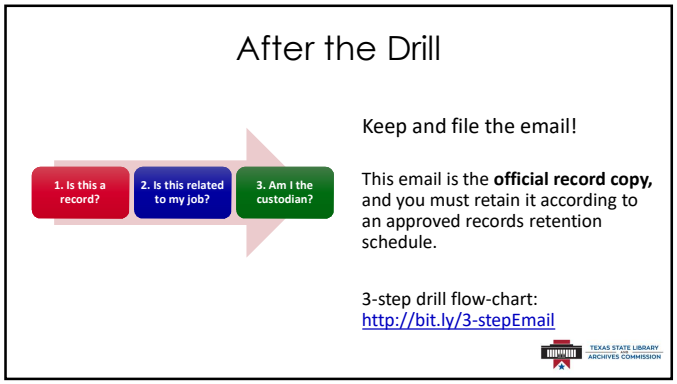
After the Drill
1. Is this a record?
2. Is this related to my job?
3. Am I the custodian?
Keep and file the email!
This email is the official record copy, and you must retain it according to an approved records retention schedule.
3-step drill flow-chart:
http://bit.ly/3-stepEmail
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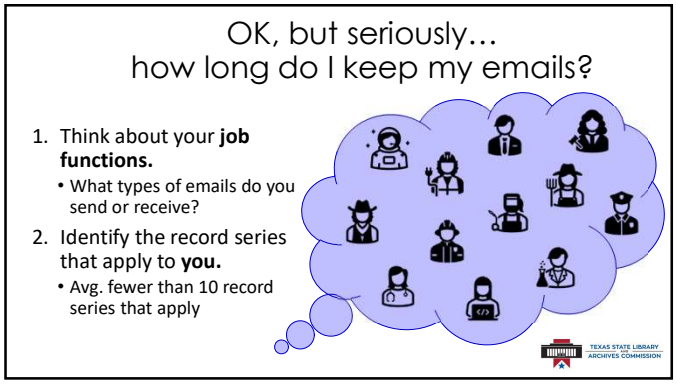
OK, but seriously…
how long do I keep my emails?
1. Think about your job functions.
• What types of emails do you send or receive?
2. Identify the record series that apply to you.
• Avg. fewer than 10 record series that apply
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Common Series for Email

Correspondence – 1.1.007
- Administrative – 4 years (may require archival review)
- General – 2 years

Complaint Records – 1.1.006
- Final disposition of the complaint + 2 years

Public Information Act Requests – 1.1.020, 1.1.021
- Non-excepted: Date request fulfilled + 1 year
- Excepted: AC = Date of notification that records are excepted + 2 years

Time Off and/or Sick Leave Requests – 3.4.007
- Fiscal year end + 3 Years

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Transitory Information

1.1.057

What?	Examples

• Government record of temporary usefulness
• Not *essential* to:
  • Documenting business
  • Fulfilling statutory obligations
• Not regularly filed in your office's recordkeeping system
	• Only transmitting a document ("see attached")
	• Internal meeting notice
	• Outlook meeting reminder
	• Voicemail message
	• Password reset email
	• Etc.

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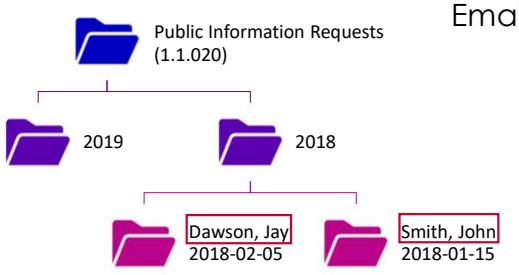
Retention-Conscious Email Folders



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Retention Conscious Email File Plan Example

General Correspondence – 2 years
- 2018
- 2019

Public Information Act Requests
- Non-exempted or withdrawn – Ful./Wd. +1 year
  - 2018
    - 2018-02-05 Dawson, Jay
    - 2018-01-15 Smith, John
- Exempted – Notice sent +2 years
  - 2019

Reference

Transitory – AV

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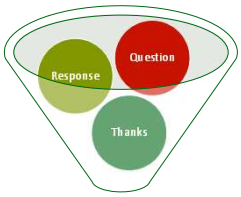
Keep the Chain

- Maintain the full conversation in one chain or thread to **retain the full correspondence in one file**.
- Outlook:
  - "Conversation Clean Up" tool



One Record

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Managing Email *Can* Become an Easier Task

Take Small Steps
Don't aim to clean out your inbox all in one day.

Devote 5-10 minutes a day
If possible, designate specific times to check and manage emails.

Make it habitual!
"Clean as you go". Be consistent and stick with it.

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Managing Social Media Records

Social Media

Government Records, Public Information

Records Retention Rules, PIA Requests

- Social media is a **format**, not a type of record
- Determine retention by **content**
- Social Media Strategy

Webinar: Managing Social Media Records: www.tsl.texas.gov/slrm/webinars/socialmedia

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Common Record Series: Social Media

Record Number	Record Title	Record Description	Retention Period	Remarks
1.1.019	**Public Relations Records**	News, press releases, or any public relations files maintained or issued by an agency. Includes print, electronic, audio, and audiovisual records.	2 Years	Archival Code: R
1.1.006	**Complaint and Feedback Records**	Complaints and other unsolicited feedback received by an agency from the public concerning the agency and records pertaining to the resolution of complaints.	Resolution or dismissal of complaint + 2 years.	CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of RSIN 1.1.043.
1.1.008	**Correspondence – General**	Non-administrative incoming/outgoing and internal correspondence, in any media, including electronic communication, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.	2 Years	CAUTION: This records series and should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule.

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Strategies for Capture

Manual Capture (i.e., screenshots)

Capture Software/App

Service-Level Agreement

Automated Web Archiving Software

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2019 PIA Amendment: "Temporary Custodian"

Definition of Temporary Custodian:	Temporary Custodians Must:
• Past or present government officer or employee • Created/received government records on their personal device	A. Forward or transfer to the governmental body **OR:** B. Preserve in original form on their privately owned device

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Government Records on Personal Devices

- Use alternative communication
- Use separate device for work and personal
- Have a capture policy
  - Manual: Screenshots, forward to work email
  - Use third party capture software

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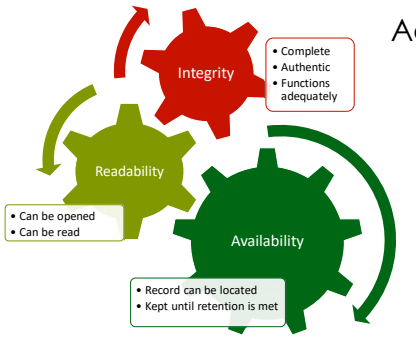
Access Goals



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Availability

- **LOCKSS ("Lots of Copies Keeps Stuff Safe")**
  - Data redundancy – 2-3 backup copies
- **3-2-1 Backup Rule**
  - 3 copies, in 2 different formats, 1 in an alternate location

Paper Copy (At Office) | Shared Drive (Hosted Locally) | Off-Site Cloud Storage

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Access Strategies for Readability and Integrity

- Backward Compatibility
- Computer Museum
- Recopying
- Media Conversion
- Format Migration

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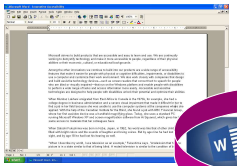
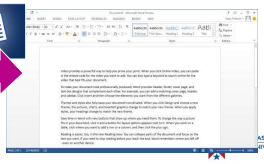
Backward Compatibility



Original document was created in Word 97

Same document can be opened, viewed, and edited in the newest version



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Strategy: Backward Compatibility

The **ideal method** of providing long-term access to electronic records.

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Strategy: Computer Museum

Preserve computing environment required to retrieve and read electronic record.

- Hardware
- Software
- Operating systems
- Disk drives
- Documentation

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Strategy: Computer Museum

BENEFITS:

- Source document unchanged = lower risk of data loss
- No up-front costs
- For obsolete, proprietary, homegrown software: might be best (only) option

CHALLENGES:

- Technical expertise needed
- Potentially costly to service old equipment / pay programmer

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Strategy: Recopying

Copy the data to new media periodically; also called 'refreshing'

- Same medium, from (e.g.) an old CD to a new CD

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Strategy: Recopying

BENEFITS:

- Source document unchanged: lower risk of data loss
- Relatively low-cost
- Relatively easy

CHALLENGES:

- Not as safe as regularly backed-up network storage
- Small risk of data loss in recopying process
- Doesn't protect against storage media obsolescence
- Doesn't protect against file format obsolescence

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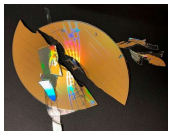
Strategy: Media Conversion

Move data off obsolete storage media



69

Strategy: Media Conversion

BENEFITS:

- Source document unchanged: lower risk of data loss
- Relatively low-cost
- Relatively easy
- **Protects against storage media obsolescence**

CHALLENGES:

- Not as safe as regularly backed-up network storage
- Small risk of data loss in recopying process
- **Doesn't protect against file format obsolescence**

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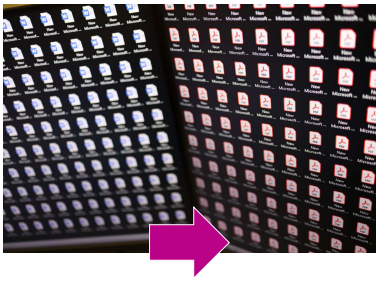
Strategy: Format Migration

Microsoft Word (.doc)



PDF/A: PDF Archival (.pdf)

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Strategy: Format Migration

- **File formats matter!**
  - The file format you choose will affect your long-term records management abilities
  - Choose a preservation format for records with 10+ years retention
- **Sustainability of Digital Formats** – Library of Congress
  - www.loc.gov/preservation/digital/formats/
- **File formats in the Texas Digital Archive**
  - https://tsl.access.preservica.com/tda/about-file-formats/

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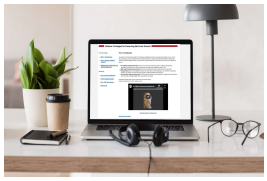
Further Learning

- Recommended Webinars:
  - Strategies for Preserving Electronic Records
  - Storage and Preservation of Paper Records



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DISPOSITION

"A comprehensive term that includes destruction as well as other actions, such as the transfer of permanent records ."

-National Archives and Records Administration (NARA)

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Is Paper the Solution?

What issues do you see with Greg's current dilemma?

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Benefits of Disposition

PROMOTES
- Cost savings
- Faster information retrieval
- Use of space
- Legal protection

PREVENTS
- Information overload
- Human error
- Negative perception from the public

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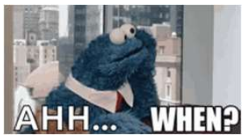
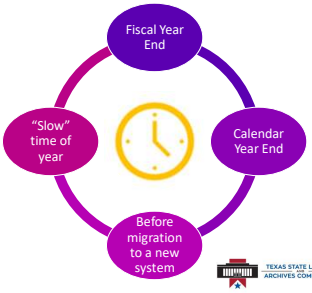
When to Dispose





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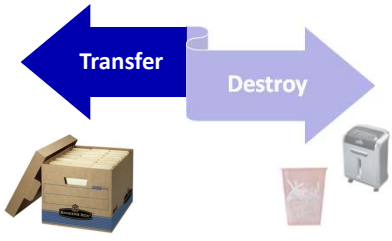
Transferring to Archives



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Transferring to Archives

- Follow procedures under direction of agency RMO
- Paper
  - Texas State Library and Archives 'stacks'
  - State Records Center
  - Onsite or offsite storage procured by your agency
- Electronic
  - Websites: TRAIL (www.tsl.texas.gov/trail/index.html)
  - Everything Else: Texas Digital Archive
  - (https://tsl.access.preservica.com/)
  - Archival Transfer and Review Rules: (www.tsl.texas.gov/slrm/blog/2024/04/new-rules-for-archival-transfer-and-review/)

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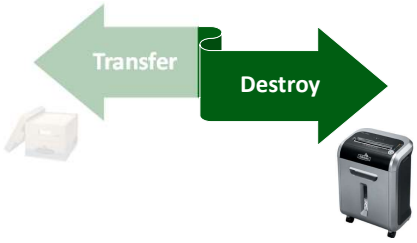
Destruction of Records



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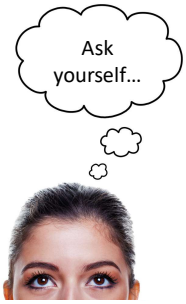
Before Destroying Records

- Has the record met the retention period?
- Are there any copies? Backups?
- Did I receive internal approval?
- Do I have a disposition log?
- Is there a destruction hold?



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Types of Destruction Holds

- Litigation
- Public Information Request
- Audit
- Claim
- Negotiation

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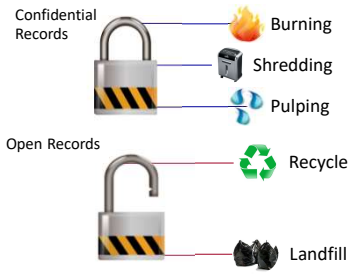
Destruction Methods



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Destruction of Electronic Records

- Reformat (enlist IT)
- Overwrite three times
- Degauss (neutralize magnetic field)
- Physically destroy
  - Shred
  - Pulverize
  - Drill holes

www.tsl.texas.gov/slrm/pubs/bulletin1

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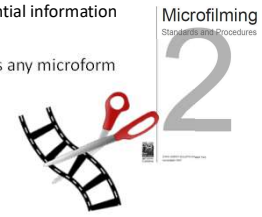
Destruction of Microform

- Ensure protection of sensitive or confidential information
- Specific destruction instructions
- Judge's order to expunge records includes any microform



www.tsl.texas.gov/slrm/pubs/bulletin2

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Elements of a Disposition Log

- Record series title
- Dates of record
- Date of disposal
- Volume of records disposed
- Disposal method
- Approval signatures

https://bit.ly/dispolog

13 TAC §6.8 (b)(3)

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Designating a "Record Copy"

- Only *one* official/original/record copy
  - Format, location and custody up to you
  - Ensure disposal of 'convenience copies' when the official/original record retention is met

TSLAC's Official Record Copy article:
https://www.tsl.texas.gov/slrm/blog/2023/07/official-record-copy/

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Frequently Asked Question

Can we destroy a paper record after it has been scanned?

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Yes, ***but…***

- Bulletin 1 Rules apply
  - Adequate technical documentation
  - Descriptive metadata
  - Backups maintained for disaster recovery
- Extra rules for Permanent, Archival, and Vital records

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TSLAC Recommends:

- Short-term records:
  - Wait ~6 months before shredding paper source document.
- Long-term/permanent/historical/vital records:
  - Retain the source document as long as possible.

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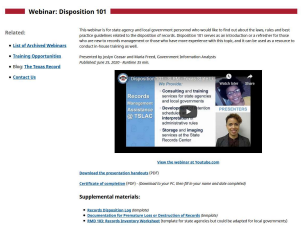
Further Learning


Webinar: Disposition 101

Related:

- List of Archived Webinars
- Training Opportunities
- Blog: The Texas Record
- Contact Us

This webinar is for state agency and local government personnel who would like to find out about the laws, rules and best practice guidelines related to the disposition of records. Disposition 101 serves as an introduction or a refresher for those who are new to records management or those who have more experience with this topic, and it can be used as a resource to conduct in-house training as well.

Presented by Jaclyn Crosse and Blake Friend, Government Information Analysts
Published June 25, 2020 · Runtime: 31 min.

Records Management Assistance at TSLAC

We Provide:

- Consulting and training services for state agencies and local governments
- Develop and administer rules
- Interpret administrative rules
- Storage and imaging services at the State Records Center

PRESENTERS

View the webinar at Youtube.com

Download the presentation handouts (PDF)

Certificate of completion (PDF) - Download to your PC, then fill in your name and date completed.

Supplemental materials:

- Records Disposition Log (template)
- Documentation for Premature Loss or Destruction of Records (template)
- FMO-102: Records Inventory Worksheet (template for state agencies but could be adapted for local governments)

www.tsl.texas.gov/slrm/webinars/disposition101

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Knowledge Check: Disposition

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Document #1

RSIN	Record Series Title	Record Series Description	A	Retention Period	Remarks
1.1.063	**Staff Meeting Minutes and Notes**	Minutes or notes, and supporting documentation, taken at internal agency staff meetings.		1	

Minutes of Records Management Department Staff Meeting
August 15, 2013

August 15, 2014

Attendees:
Jared Evans
Erica Barleymore
Maria Cassavetes
Ray Houseman
Nina Pfeffer
Martin Rister
Erin Walker
Eva Williams

Eva Williams will be learning the duties of Ray Houseman's position as Training Coordinator so that she may act as a backup for times when Ray is not here. She will also take minutes at the Status and Briefing meetings for the department that will occur every two weeks.

In August, the six-month performance appraisals will be done for the new analysts and status checks will be performed for the rest of the unit.

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Document #2

RSIN	Record Series Title	Record Series Description	A	Retention Period	Remarks
3.1.027	**Training and Educational Achievement Records (Individual)**	Certificates of completion, certifications, licenses, transcripts, test scores, or similar records documenting the training, testing, certification, licensing, or continuing education achievements of an employee.		AC+5	AC= Termination of employment.

N/A: Can't Destroy (Yet)


Texas State Library and Archives Commission
State and Local Records Management Division is pleased to present this
Certificate of Completion
to
State Agency Employee
Jane Doe
for participation in
Introduction to Records Management
Credit Hours: 3.50 February 14, 2013
Mark Smith
Director and Librarian
Texas State Library and Archives Commission
Craig A. Arnold
State Records Administrator
Texas State Library and Archives Commission
OFFICIAL HR COPY

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OFFICIAL HR COPY

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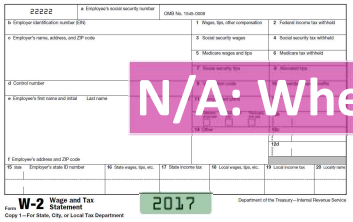
Document #3

Record Series Item No. (RSIN)	Record Series Title	Record Series Description	Archival	Retention Period	Remarks
3.2.003	Federal Tax Records	Includes 1099, W2, FICA, and other tax records.		AC+4	AC= Tax due date, date the claim is filed, or date tax is paid, whichever is later. 26 CFR 31.6001 - 1(e)(2).



N/A: Whenever

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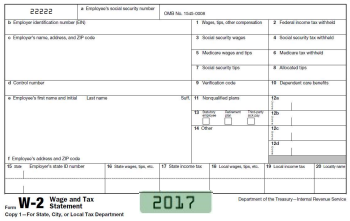
Document #3

Record Series Item No. (RSIN)	Record Series Title	Record Series Description	Archival	Retention Period	Remarks
3.2.003	Federal Tax Records	Includes 1099, W2, FICA, and other tax records.		AC+4	AC= Tax due date, date the claim is filed, or date tax is paid, whichever is later. 26 CFR 31.6001 - 1(e)(2).



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Further Training

www.tsl.texas.gov/slrm/training

- Webinars
- Conferences
- Regional workshops
- Guidance library

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E-Records Conference

- Co-sponsored by TSLAC and DIR since 2000
- For government records managers and IRMs
- www.tsl.texas.gov/slrm/training/erecords
- Recaps of conference sessions on The Texas Record blog

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The Texas Record Blog

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Data Management Officer

- Requirement for Agencies with more than 150 full-time employees
- Designate Full Time-Employee as the Data Management Officer (DMO)
- Govt. Code 2054.137
  - Identify where data is housed.
  - Determine how data will be governed.
- TSLAC Recommends DMO and RMO at the same table.
- DMO required to Identify status to Department of Information Resources

DIR

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Questions?

Find the analyst assigned to your agency:
www.tsl.texas.gov/slrm/state/agencylist

Call:
(512) 463-7610

Email:
slrminfo@tsl.texas.gov

Class Page:
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