



Local Government Compliance Quick Reference

What is compliance with the LGRA?

The [Local Government Records Act](#) (LGRA) requires local governments in Texas to have certain paperwork on file with the Texas State Library and Archive Commission. Compliance means having all paperwork up to date.

How can local governments achieve compliance?

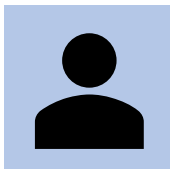
There are **three elements of compliance** that all local governments in Texas must submit to TSLAC.



Establish a Records Management Program



Certify Compliance with TSLAC's Local Government Retention Schedules



Designate a Records Management Officer (RMO)

Local Government Offices

Local governments can demonstrate compliance by submitting a records management policy and one or more forms provided by TSLAC.



Records Management Policy

Submit:

- Within 30 days of policy adoption.

Include:

- Evidence that the governing body has adopted the policy (i.e., meeting minutes).

Policy Should:

- Establish a records management program per the LGRA.
- Establish which position will serve as RMO.

Re-submit:

- Within 30 days of policy adoption/change.



Form - SLR 508

Adopt local retention schedules and designate or update RMO.



Submit:

- Within 30 days of policy adoption.

Re-submit:

- If changing adopted retention schedules.



Form - SLR 504

Designate or update RMO.

Submit:

- Within 30 days when RMO changes. (If submitting an SLR 508, an SLR 504 is not necessary.)

Elected County Officials

Elected county officials can satisfy the three elements of compliance by submitting a single form provided by TSLAC.



Form - SLR 512

Adopt records management policy, adopt local retention schedules, and designate RMO.



Submit:

- Within 30 days of taking office.

Includes:

- Standard records management policy.
- Declaration of compliance with TSLACs local retention schedules.
- Option for elected official to serve as RMO for their own office or designate the Countywide RMO for their office.

Which governments must submit forms to TSLAC?

The LGRA defines “local governments” as counties, district and precinct offices of counties, municipalities, public school districts, appraisal districts, or any other special-purpose districts or authorities. Contact TSLAC if you need help determining your government’s status.

Where do I find the forms?

Forms and records management policy templates can be found on TSLAC’s website.

www.tsl.texas.gov/slr/forms