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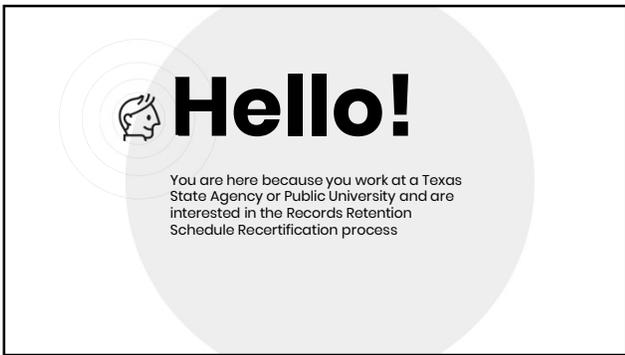
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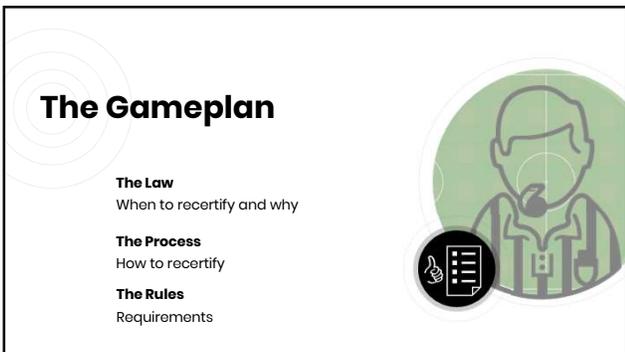
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## Recertification Timeline

**Texas Administrative Code, Title 13, Chapter 6**

```

    graph TD
      A[Initial Certification] --> B[1 Year Recertification Deadline]
      B --> C[1 Year Recertification Deadline]
      C --> D[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.

<https://www.tsl.texas.gov/isrm/pubs/Bulletin3>

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

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## Why certify your retention schedule with TSLAC?

And why might an RMO be interested in recertifying early?

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- Consistency in record keeping policies
- Identify, secure, and protect vital records
- Communicate priorities and commitments to stakeholders
- Clean slate

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## How does TSLAC and the RMA Unit assist with this process?

And what happens once your retention schedule is sent to your assigned analyst?

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### Review Timeline

<b>6 months from recert date</b>	Receive a letter and an email from your analyst serving as a notification. Notification includes checklist and last approved retention schedule
<b>1 month from recert date</b>	Receive reminder email from your analyst.
<b>Schedule Received by analyst</b>	Analyst reviews schedule. If corrections are required, a memo is created noting where corrections are required.
<b>Schedule is passed on to TSLAC archives</b>	TSLAC's Archives and Information Services division review. If corrections are required another memo is created.
<b>Schedule is given to Director and Librarian for signature</b>	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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### Initial Notification

Includes:  
Last approved schedule on our SLR 105.

**STATE OF TEXAS**  
Records Retention Schedule

Agency	Record Series	Retention Period	Disposition	Comments
...	...	...	...	...

Recertification Packet

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**Why SLR 105?**

Organization	ATIS	Record Series Title	Event Record	Years	Months	Event Trigger	Remarks	Approval Status
Texas State Library and Archives Commission - 306	10.001	1.2.005 Agency Approved Records Retention Schedule	US				Original is retained by the SLR24 Division of TSLAC; SEE Agency Item Number RC511; Previously 3A.044	Approved
Texas State Library and Archives Commission - 306	10.003	1.2.014 Agency Records and Information SDRM Program Reports	US	1			VITAL RECORD; Previously 3A.071.	Approved
Texas State Library and Archives Commission - 306	10.002	1.2.010 Agency Records Disposition Logs	RE	10			Previously 3A.044	Approved

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**Character Limits for Fields in TexLinx**

Agency Item Number	50 characters
Record Series Item Number	10 characters
Record Series Title	250 characters
Description	3200 characters
Retention Code	2 characters
Years	3 characters
Months	2 characters
Days	2 characters
AC Definition	1000 characters
Archival	1 character
Remarks	3200 characters
Legal Citations	250 characters

<https://www.tsl.texas.gov/slr/training/txlinx>

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**The Checklist**

Texas State Library and Archives Commission  
Retention Schedule Recertification Checklist

**Actions Items:**

- Retention Schedules use form 306-303 in Excel format. Do not alter the template. - see [Instructions for Completing Form 306-303](#) included in this packet for specific guidance.
- Follow the minimum retention periods set forth by the current edition of the Texas State Records Retention Schedule (RRS) <https://www.tsl.texas.gov/slr/information/rrs.html>
- Copy definitions, citations, and Archives Notes as written in the RRS.
- Incorporate any changes (additions, changes, or deletions) made to the schedule through amendments since the previous recertification, as applicable.
- Use the [State Records Series Review Checklist](#) included in this packet, which lists series common to all state agencies. Add any missing common records series to the agency's schedule.
- Check Agency Item Numbers (AIn). Each record series must have a unique AIn assigned in Field 3.
  - AIn's cannot be repeated or reassigned. TSLAC RSNs cannot be used as AIn's.
- Ensure that archival codes (A, R, and E) are assigned correctly as designated in the RRS.
  - For with their own archives, use archival codes 1 and 0.

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Recent Packet Item #2: Checklist of Action Items

## The Checklist

- SLR 105 instructions
  - Watch your character limits.
  - Use correct formatting.
  - Check your AINs!



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Recent Packet Item #2: Checklist of Action Items

## The Checklist

- State Records Retention Schedule (RRS)
  - Copy legal citations, remarks, etc.
  - Meet minimum retention periods.
  - Use those descriptions.
- University Records Retention Schedule (URRS)



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Recent Packet Item #3: Common Series to Consider

## Some functions are similar across state agencies

**Records Series Review Checklist: State Agencies**  
Common RRSs, Archival Designations, and Depository Comments

DATE: \_\_\_\_\_

AGENCY #: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_

AGENCY NAME: \_\_\_\_\_ AMEND #: \_\_\_\_\_

SERIES TITLE	ARCHIVAL	DEPOSIT
1.1.002 Audits		
1.1.004 Legislative Appropriation Requests	A	
1.1.007 Correspondence - Administrative	B	
1.1.009 Correspondence - General	C	
1.1.011 Executive Orders	A	
1.1.013 Calendars, Appointment and Itinerary Records	R	
1.1.014 Legal Opinions and Advice	R	
1.1.019 Public Relations Records	R	
1.1.020 Public Info Requests Exempted/Non-Exempted		
1.1.021		
1.1.023 Organization Charts	A	
1.1.024 Plans and Planning Records	R	
1.1.040 Speeches, Papers, and Presentations	R	
1.1.045 Litigation Files	R	
1.1.055 Strategic Plans	A	
1.1.062 Strategic Plans	A	



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Recert Packet Item #3: Common Series to Consider

## Some functions are similar across state agencies

- Engage in any public relations? (That includes Social Media)
- Have to undergo Sunset Review?
- Pay your employees?
- Correspond?
- Own anything as an agency?
- Create contracts?

Recertify like a pro: Your TSLAC analyst will be checking for these common series.



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Recert Packet Item #4: Cover Page – SLR 105C

## Final Step

STATE OF TEXAS  
**Records Retention Schedule Certification**

SLR 105C  
From SLR 105A or SLR 102  
Must accompany all submissions of the form.

<p><b>Section 1. Agency Information</b> <small>(All items are required unless otherwise noted)</small></p> <p>Agency Name: _____</p> <p><input type="checkbox"/> Initial Certification - From SLR 100  <input checked="" type="checkbox"/> Re-certification - From SLR 100  <input type="checkbox"/> Amendment - From SLR 102</p> <p><small>I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 409, Subchapter 1.</small></p> <p><input type="checkbox"/> Agency Head  <input checked="" type="checkbox"/> Records Management Officer</p> <p>Signature: <i>Ms. RMO</i>  Name (print or type): _____  Date: 11/5/2050</p>	<p><b>Section 2. Approvals</b> <small>(All items are required on all submissions)</small></p> <p>State Auditor's Office <small>(For the exclusive use of the State Auditor's Office)</small></p> <p>Signature: _____  Name (print or type): _____  Date: _____</p> <p>Texas State Library and Archives Commission <small>(For the exclusive use of the State Library and Archives Commission)</small></p> <p>Signature: _____  Name (print or type): _____  Date: _____</p> <p>Certificate No. _____ Amendment No. _____</p>
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## Need more time?

Ask your analyst for an extension

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**105 & 105C Submitted**

**Now What?**

**1 RMA Review & Approval**  
Your archival series, your schedule for completion, and policies are evaluated.

**2 Archives Review & Approval**  
Archivist reviews schedule for record codes with archival value and breadth of archival codes.

**3 Director Approval**  
TRAC Librarian/Director gives final approval and signature.

**UNIVERSITIES: NOT REQUIRED**

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**105 & 105C Submitted**

**Now What?**

**1 RMA Review & Approval**  
Your archival series, your schedule for completion, and policies are evaluated.

- **Formatting**
- **RRS & URRS**
- **Unique Series**
- **Review Memos**

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**105 & 105C Submitted**

**Now What?**

**2 Archives Review & Approval**  
Archivist reviews schedule for record codes with archival value and breadth of archival codes.

- **Archival Codes**  
A/I R/O
- **Appraisal Reports**  
E = Exempt
- **Missing Records**

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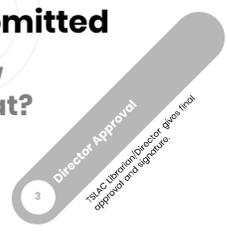
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# 105 & 105C Submitted

## Now What?



- Final Signature
- Approval Letter & Website Upload
- Texlinx Upload & Obsolete Report

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# Schedule Approval

## Approval letter



Ms. R Em-On,  
Texas State Board of Records  
500 Records Way  
Austin, TX 78705

Dear Ms. Em-On,

Your agency's records retention schedule is approved for use as of this moment, and may be accessed on our website at <https://www.tsl.texas.gov/records/schedules>. Please ensure that all titles of the schedule are accompanied with the verified copy.

This approved retention schedule provides you with continuing authorization to dispose of agency records according to its terms. Please note that state laws (13 MAC, 54.8) require documentation of the final disposition of records by your agency. This requirement may be met by maintaining a disposition log or other evidence of the records series titles, dates covered, volume, and date of disposition. The destruction of any records of your agency not on your schedule requires special authorization from us.

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and every five years thereafter. The deadline for submission of your schedule for its next recertification is the last working day of the month future.

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# Schedule Approval

## Obsolete series report



	A	B	C	D	E	F	G	H	I	J
1	HR5021	Training Administration Records - Optional Training								
2	HR5022	Training Administration Records - Required Training								
3	IAU007	Training Administration Materials								
4	EGD00A	Training Records								
5	REC004	Training Administration Records								
6	SID007	Training Administration Materials								
7	PAY010	Accumulated Leave Adjustment Records								
8	PAY012	Overtime Authorizations								
9	PAY013	Time Cards and Time Sheets								
10	PAY014	Time Off and Sick Leave Requests								
11	HR051	Financial Records								
12	BP010	Internal - External Fiscal Reports								
13	APA001	Accounts Payable Information								
14	IMD004	Accounts Payable Information - IMD Travel Expenditures								
15	IMD004	Market Price Files								
16	IMD016	Transaction Records								
17	IMD005	Daily Custodian and Bank Reports								

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## Decertification

**§13 TAC 6.6(c)**

*"If a state agency fails to submit a records retention schedule to the state records administrator for recertification by a required deadline or fails to request an extension..."*

**Consequences**

- Legal risk
- No disposition
- Shorter recertification periods



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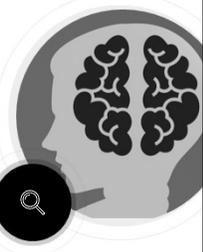
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## What have we learned?

<p><b>Timeline</b></p> <ul style="list-style-type: none"> <li>◦ Every 5 years</li> </ul>	<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>◦ Consistency</li> <li>◦ Vital records</li> <li>◦ Communication</li> <li>◦ Clean slate</li> </ul>	<p><b>SLR 105 &amp; TextLine</b></p> <ul style="list-style-type: none"> <li>◦ Uniform database &amp; schedule format</li> </ul>
<p><b>Recert Packet</b></p> <ul style="list-style-type: none"> <li>◦ SLR 105</li> <li>◦ Character limits</li> <li>◦ Checklist</li> <li>◦ Common series</li> <li>◦ Cover sheet</li> </ul>	<p><b>Review &amp; Approval</b></p> <ul style="list-style-type: none"> <li>◦ RMA Unit</li> <li>◦ Archives</li> <li>◦ State Librarian</li> </ul>	<p><b>Decertification</b></p> <ul style="list-style-type: none"> <li>◦ No disposition</li> </ul>



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# Thanks!

**Any questions?**  
**Contact your analyst**  
<https://www.tsl.texas.gov/sirm/state/agencylist>

**Interested in more training?**  
<https://www.tsl.texas.gov/sirm/training>



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