



Frequently Asked Questions

A Summary of Compliance Requirements on Materials in Physical Forms Published by State Agencies

Revised: April 2024

What is the Texas State Publications Depository Program?

The Texas State Publications Depository Program is designed to collect, distribute, and preserve the publications of state government and to promote their use by the citizens of Texas. The Program is authorized under Texas Government Code 441.101 et seq., (commonly referred to as the State Depository Law) and is administered by the Texas State Library and Archives Commission (TSLAC).

As the collection and distribution center for state publications, the Program acts as a broker between state agencies, colleges and universities that produce these documents and libraries that make them available to citizens in their local areas. By law, colleges and universities are required to send copies of their publications to the Program. Once received, the publications are distributed to specially designated libraries in Texas.

What Agencies Participate in the Program?

The State Depository Law defines a state agency as any entity authorized to govern operations of the state, such as a state office, department, division, bureau, board, commission, legislative committee, authority, institution, council, or a subdivision of one of those entities.

Who is Responsible for Sending Publications?

Each state agency is required to designate one or more **Publications Liaisons**. This person is the **agency’s representative to the Program**, and is responsible for sending publications to TSLAC, providing information about them, negotiating exceptions to Program requirements, and submitting publications lists.

What Kinds of Publications Need to be Sent?

The agency should send a publication if it meets the following three criteria:

- It is information published on **paper or microform, audio- or videotape, vinyl or compact discs, or film.**
- It is produced at the **total or partial expense, or under the authority,** of an agency.
- It is **distributed outside** of the creating agency on request or in multiple copies.

These criteria apply to a publication that an agency has **sponsored or purchased for distribution** as well as one that **results from a consultant contract** with a research firm or other private entity.

Examples of the Kinds of Publications to Send

Annual and biennial reports
 Audits (financial and management)
 Budgets and budget requests
 Directories and rosters
 Financial reports
 Handbooks, guides, and manuals

Journals and magazines
 Maps
 Newsletters (distributed externally)
 Planning and evaluation documents
 Research reports and studies
 State or strategic plans

How Many Copies of Each Publication Need to be Sent?

The number of copies to send to the Program is four (4).

Are There Exceptions to the Number of Copies Required?

Yes. The following kinds of publications are required in specific quantities regardless of the number originally intended to be produced by the agency:

<i>Publication Produced</i>	<i>Copies to Send</i>
Annual financial reports	3
Annual operating budgets	3
State or strategic plans (for services or programs within agency’s jurisdiction)	2
Legislative appropriations requests.....	2
Quarterly or annual measures reports	2

What Kinds of Publications Do Not Need to be Sent?

While occasionally there may be some ambiguity about whether a publication should be sent to TSLAC, Program guidelines are specific about the kinds of materials agencies are **not to send**. These materials may include the **examples listed below**. A list of standard exemptions for state publications in all formats can be found at [13 TAC 3.5](#).

Agencies are *Not Required* to Send the Following Materials

Agendas	Job listings	Programs (announcements of events, trainings)
Advertisements	Laws (as compendia)	Recruitment materials
Announcements	Memorabilia	Reprints reissued without change
Artwork	Memoranda (including e-mail)	Rules and regulations after 1976 (as compendia)
Calendars	News or press releases	Standards (as compendia)
Codes (as compendia)	Newsletters and subscriber lists meant only for employee use	Stationery
Complex relational databases	Notices of sale	Telephone directories only for employee use
Contracts	Opinions and orders issued by state courts	Training materials
Correspondence	Periodicals (daily or weekly) summarized in monthly or quarterly publications	Unedited compilations of data or information submitted via forms or other means from individuals or entities under the regulation of a state agency
Course materials	Personnel manuals	Volunteer newsletters
Drafts of plans, reports	Photographs	
Ephemera (brochures, flyers, pamphlets, posters, etc.)	Poetry	
Fiction	Policy handbooks only for employee use	
Forms and their instructions		
Fund raising materials		
Grant proposals, bids		
Hearings (transcripts of)		

Where to Send Your Publications

Please use one of the following addresses for delivering publications to TSLAC:

Interagency Mail

Texas State Publications Depository Program

Texas State Library and Archives Commission, Rm. 109
1201 Brazos
Austin, TX INTERAGENCY MAIL

US Postal Mail

Texas State Publications Depository Program

Texas State Library and Archives Commission, Rm. 109
PO BOX 12927
Austin, TX 78711

Who Can Answer Questions?

Contact the Reference Desk at: ref@tsl.texas.gov or by phone at 512-463-5455.