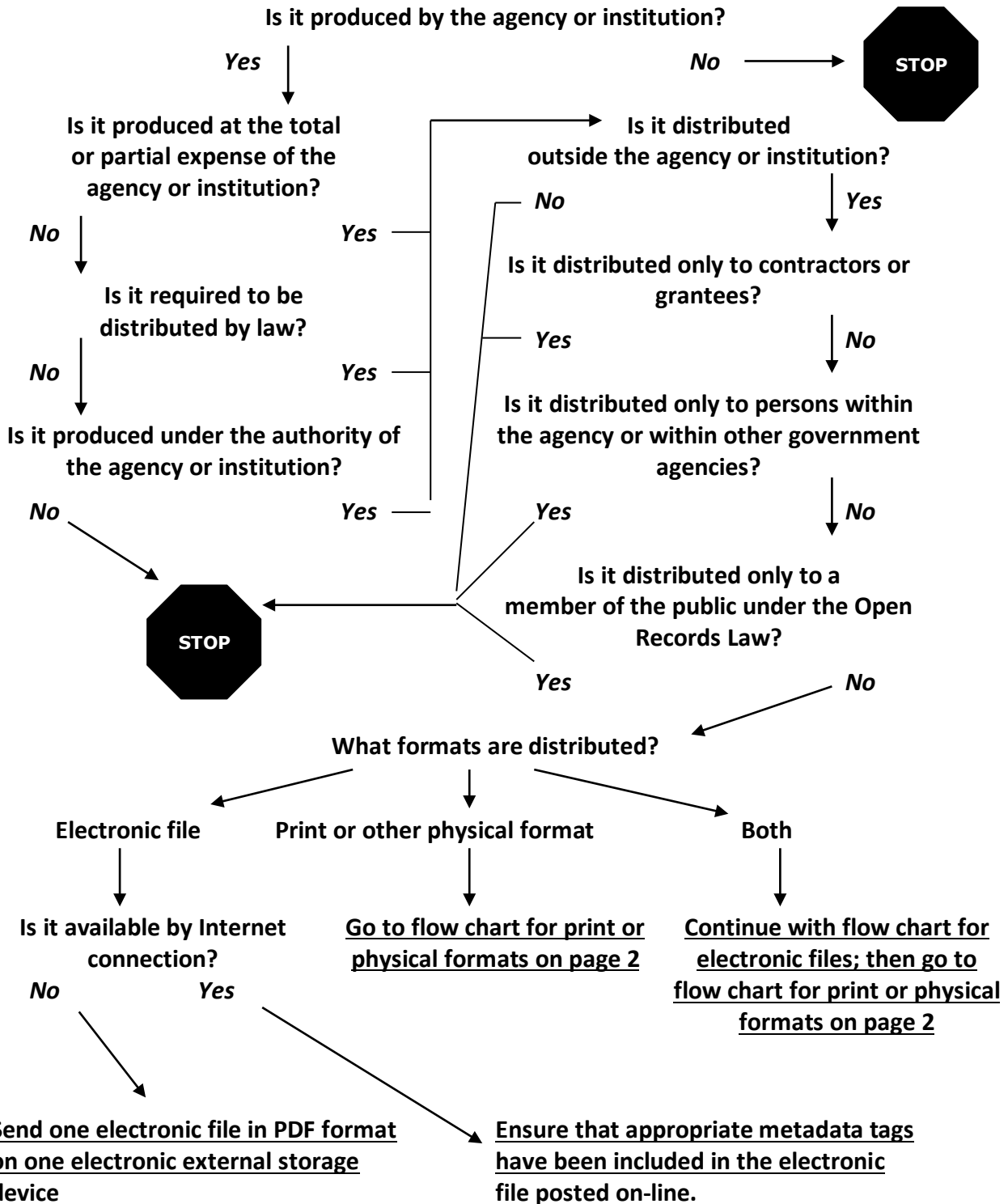


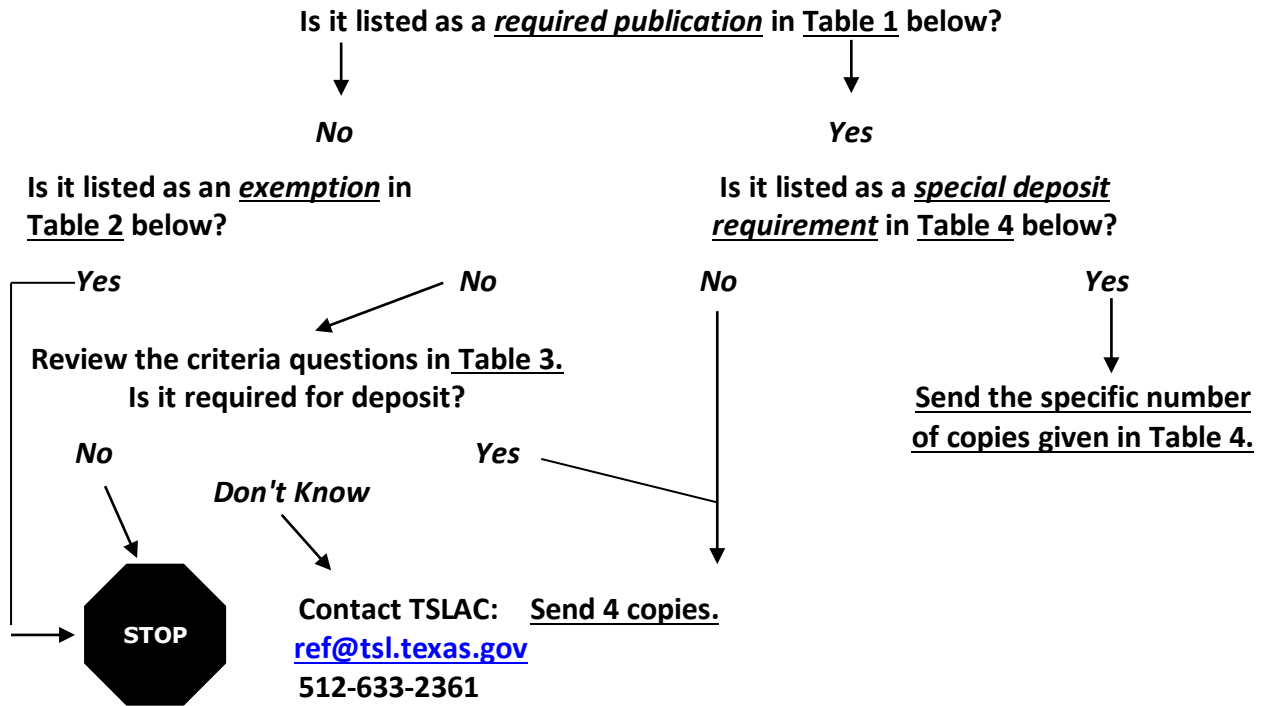
# State Publications Flow Chart

Is it a state publication and how many copies do I send to the Texas State Library and Archives Commission (TSLAC)?

Revised: April 2024



## Flow Chart for Print or Physical Formats



**Table 1: Examples of State Publications Required for Deposit**

Annual and biennial reports	Maps
Audits (financial and management)	Newsletters (distributed externally)
Budgets and budget requests	Planning and evaluation documents
Directories and rosters	Research reports and studies
Financial reports	State or strategic plans
Handbooks, guides, and manuals	University press books (only non-fiction aligned with TSLAC's collection development policy)
Journals and magazines	

**Table 2: Exempt Publications *Not Required* for Deposit**

Agendas	Fiction	Periodicals (daily or weekly) summarized in monthly or quarterly publications	Stationery
Advertisements	Forms and their instructions	Personnel manuals	Student publications produced by students
Alumni materials	Fund raising materials	Photographs	Telephone directories only for employee, faculty, or student use
Announcements	Grant proposals, bids	Poetry	Training materials
Artwork	Hearings (transcripts of)	Policy handbooks only for employee, faculty, or student use	Unedited compilations of data or information submitted via forms or other means from individuals or entities under the regulation of an agency or institution
Calendars	Job listings	Programs (announcements of events, trainings)	University press non-fiction books <b>not</b> aligned with TSLAC's collection development policy
Codes (as compendia)	Laws (as compendia)	Recruitment materials	Volunteer newsletters
Complex relational databases	Literary criticisms	Reprints reissued without change	
Contracts	Memorabilia	Rules and regulations after 1976 (as compendia)	
Correspondence	Memoranda (including e-mail)	Standards (as compendia)	
Course schedules and materials	News or press releases		
Departmental curriculum catalogs	Newsletters and subscriber lists only for employee, faculty, or student use		
Drafts of plans, reports	Notices of sale		
Ephemera (brochures, flyers, pamphlets, posters, etc.)	Opinions and orders issued by state courts		

### Table 3: State Publications Criteria Questions

<p><b>Who is the intended recipient of the publication?</b></p>	<p>If the material is produced for distribution to the governor, the Legislature, city or county government officials, the general public or a specific interest group outside the organization, the agency or institution should deposit copies of the document. If the material is distributed only to current or retired employees (for example, a staff newsletter), the organization should not deposit the publication.</p>
<p><b>Is the material reflective of the agency's or institution's permanent policies, research and history?</b></p>	<p>If the material covers temporary activities or has limited value beyond immediate usefulness, it is usually exempt from deposit requirements. News releases, drafts of documents, and program announcements are exempt for this reason. On the other hand, an annual report is an example of a state publication that reflects an entity's permanent policies, research and history, and needs to be deposited.</p>
<p><b>Who paid for the publication's creation?</b></p>	<p>If the agency or institution, an employee of the entity, or a person or organization contracted with or dependent on the entity produced the publication, the entity should deposit copies of the publication. If a publication is provided to, but not purchased by, the agency or institution, and the entity incurs no cost except in further distribution, copies are not required for deposit (for example, a brochure produced by a federal agency that the state counterpart distributes as part of a public education campaign).</p>
<p><b>Does the material serve only the internal operating needs of the agency or institution?</b></p>	<p>If the material is for the use of employees only, it is not required for deposit. Publications that are distributed through field offices but are otherwise intended for the public or a special interest group are required to be sent to the Program.</p>

### Table 4: Special Deposit Requirements

<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 university's jurisdiction .....	2
Legislative appropriations requests.....	2
Quarterly or annual measures reports .....	2
University press non-fiction books aligned with TSLAC's collection development policy.....	2