



Archival Review Request Form for Texas State Agencies

State agencies are required to complete this form when records in an archival code "R" series have met retention and need to be reviewed by the State Archives for archival value. The State Archives will determine if all or any portion of the records meet the requirements for archival transfer or if they may be authorized for destruction by your agency.

Before completing this form, review the guidance provided to state agencies for preparing an archival review request to submit to the Texas State Archives: <https://www.tsl.texas.gov/arc/stateagency>

This form and an [Archival Review Request Inventory](#) of the records are required to be attached to an email sent to statearchives@tsl.texas.gov to initiate the review request. Complete one form and inventory per series.

Agency Name Texas State Agency		Office / Division Communications Division	
Records Management Officer:	Name John Example	Email jexample@tsa.texas.gov	Phone number (123) 456-7890

Agency Item Number (AIN) and Record Series Item Number (RSIN)	AIN - TSA 1.4; RSIN - 1.1.040
Series title	Speeches, Papers, and Presentations
Retention period	AC + 2 years
Archival code	R
Date range of records	February 2021-January 2022
Records extent in cubic ft. or MB/GB (and number and formats of electronic files)	0.25 cubic ft.
Non-paper/text formats included: photographic or audiovisual material, motion picture film, physical electronic media (floppy disks, data tapes)	Not applicable
Texas Public Information Act section(s) or other laws and statutes that apply	Texas Government Code 552.117 (home addresses of government employees)
Archives Note criteria (if applicable): How do records meet those criteria?	Records document annotated speeches and presentations given by division directors.

Do the records described above contain information documenting essential functions of your agency that is not adequately summarized elsewhere (for example, in records of other archival series your agency produces, or in publications produced by your agency that are required to be submitted to the Texas State Publications Depository Program)? Provide details below.

No, these records include speeches and presentations related to a restructuring of one of our agency divisions during this time period. These changes are described in our agency's annual report for the time period and documented in our archival series of agency's minutes, agenda, and supporting documentation.

REVIEW REQUEST AGREEMENT

[This request to review records is made under the provisions of Texas Government Code, Section 441.181. The information provided in this form and the accompanying inventory is complete and correct.]

John Example

Records Management Officer 03/22/2024

Signature of Agency Official

Title

Date

Archives Use Only	Received By	Received Date	Total Extent	Review-Accession Number
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