

Texas State Library and Archives Commission Archival Review Request Inventory



Click on each row or column heading cell below for instructions for that row or column. Send questions about how to complete this inventory to: statearchives@tsl.texas.gov.

Custodian Agency Name		Texas State Agency							
Creating Agency Name(s)		Texas State Agency							
Series Title		Speeches, papers, and presentations							
Box number (for paper records)	Folder title (or folder/file title for electronic records)	Begin Date (YYYY, YYYY-MM, YYYY-MM-DD)	End Date (YYYY, YYYY-MM, YYYY-MM-DD)	Provide details of any Electronic / Audiovisual / Photographic media included	Restricted information included? Yes/No	If Yes is entered in previous column, cite applicable PIA exception(s) or other state or federal law(s) or statute(s)	Agency staff name completing inventory and review	Agency staff title completing inventory and review	Date inventoried / reviewed (YYYY-MM-DD)
TSA-01	TSA overview changes speech and notes	2021-02-01	2021-02-18	Not applicable	No		John Example	Records Management Officer	2024-03-12
TSA-01	Legislative updates presentation	2021-03	2021-03	Not applicable	No		John Example	Records Management Officer	2024-03-12
TSA-01	Legislative updates research	2021-03	2021-03	Not applicable	Yes	Texas Government Code 552.117	John Example	Records Management Officer	2024-03-12
TSA-01	Briefing presentation	2021-08-12	2021-08-13	Not applicable	No		John Example	Records Management Officer	2024-03-12
TSA-01	Communication Division new duties presentation, Melissa Smith	2021-09-14	2021-09-15	Not applicable	No		John Example	Records Management Officer	2024-03-12
TSA-01	Executive Director restructuring plan slides	2022-01	2022-01	Not applicable	No		John Example	Records Management Officer	2024-03-12

EXAMPLE