




State agencies are required to complete this form when records in an archival code "A" series have met retention and are ready for transfer to the State Archives. The State Archives will confirm that the records are archival before transfer is approved.

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

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

Agency Name <b>Texas State Agency</b>		Office / Division <b>Executive Office</b>	
Records Management Officer:	Name <b>Jasmine Example</b>	Email <b>jaseexample@tsa.texas.gov</b>	Phone number <b>(789)123-4560</b>

Agency Item Number (AIN) and Record Series Item Number (RSIN)	<b>AIN: 7 RSIN: 1.1.058</b>
Series title	<b>Meeting agenda, minutes, and supporting documentation</b>
Retention period	<b>2 years</b>
Archival code	<b>A</b>
Date range of records	<b>January 2021- January 2022</b>
Records extent in cubic ft. or MB/GB (and number and formats of electronic files)	<b>1,446 MB (14 electronic files)</b>
Non-paper/text formats included: photographic or audiovisual material, motion picture film, physical electronic media (floppy disks, data tapes)	<b>Not applicable</b>
Texas Public Information Act section(s) or other laws and statutes that apply	<b>Texas Public Information Act 552.117 and 552.137</b>
Archives Note criteria (if applicable): How do records meet those criteria?	<b>Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission.</b>

TRANSFER OF CUSTODY AGREEMENT			
<p>This transfer of records is made under the provisions of Texas Government Code, Section 441.181. The records will become and remain the property of the State of Texas and will be stored, referenced, managed, and disposed of in accordance with applicable laws and regulations, the policies and procedures of the Texas State Library and Archives Commission, and the instructions of the State Archivist. The information provided in this form and the accompanying inventory is complete and correct.</p>			
 Signature of Agency Official		Signature of TSLAC Official	
<b>Records Management Officer</b> Title	<b>3/22/2024</b> Date	Title	Date

Archives Use Only		Received By	Received Date	Total Extent	Accession Number