

Texas State Library and Archives Commission Archival Transfer 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.
 To consult with Electronic Records Specialist staff on expediting inventory of electronic records, see Transferring Electronic Records to the Texas State Archives at: <https://tsl.access.preservica.com/transfer/>

Custodian Agency Name		Texas State Agency										
Creating Agency Name(s)		Texas State Agency										
Series Title		Meeting agenda, minutes, and supporting documentation										
Volume (MB, GB, TB)	Total number of files	File format(s)	Folder/file(s) title	Begin Date (YYYY, YYYY-MM, YYYY-MM-DD)	End Date (YYYY, YYYY-MM, YYYY-MM-DD)	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)	Is there descriptive information (metadata) for these files? Yes/No	Agency staff name completing inventory and review	Agency staff title completing inventory and review	Date inventoried / reviewed (YYYY-MM-DD)	
100 MB	1	.pdf	January_2021_Minutes	2021-01	2021-01	No		Yes	Jasmine Example	Records Manager Officer	2024-01-17	
100 MB	1	.pdf	Agenda_January 2021	2021-01	2021-01	Yes	Texas Govt. Code 552.137	Yes	Jasmine Example	Records Manager Officer	2024-01-17	
100 MB	1	.pdf	January 2021 Items	2021-01	2021-01	No		Yes	Jasmine Example	Records Manager Officer	2024-01-17	
100 MB	1	.pdf	Exhibits	2021-01	2021-01	No		Yes	Jasmine Example	Records Manager Officer	2024-01-17	
100 MB	1	.pdf	pamphlets_example_1	2021-01	2021-01	No		Yes	Jasmine Example	Records Manager Officer	2024-01-17	
100 MB	1	.pdf	pamphlets_example_2	2021-01	2021-01	No		Yes	Jasmine Example	Records Manager Officer	2024-01-17	
144 MB	1	.docx	October 2021 meeting minutes	2021-10	2021-10	No		Yes	Jasmine Example	Records Manager Officer	2024-01-17	
144 MB	1	.docx	October 2021 meeting agenda	2021-10	2021-10	No		Yes	Jasmine Example	Records Manager Officer	2024-01-17	
144 MB	1	.docx	October 2021 meeting_items	2021-10	2021-10	Yes	Texas Govt. Code 552.117	Yes	Jasmine Example	Records Manager Officer	2024-01-17	
144 MB	1	.docx	meeting invitation_October 2021	2021-10	2021-10	No		Yes	Jasmine Example	Records Manager Officer	2024-01-17	
144 MB	1	.docx	Letter_from_the_director.docx	2021-10	2021-10	No		Yes	Jasmine Example	Records Manager Officer	2024-01-17	
42 MB	1	.ppt	January_2022_Exec Director Presentation.ppt	2022-01	2022-01	No		Yes	Jasmine Example	Records Manager Officer	2024-01-25	
42 MB	1	.pdf	Jan_2022_minutes.pdf	2022-01	2022-01	No		Yes	Jasmine Example	Records Manager Officer	2024-01-25	
42 MB	1	.ppt	Jan2022_board of directors meeting exhibits.ppt	2022-01	2022-01	No		Yes	Jasmine Example	Records Manager Officer	2024-01-25	

EXAMPLE