

Record Retention Schedule for SWCDs

The Texas State Library and Archives Commission, State and Local Records Management Division (SLRM) provides an infrastructure for managing Texas public records. SLRM assists state and local officials with training, resources, guidelines, and consultation to ensure that government information is stored, retained, and made accessible.

www.tsl.texas.gov

Scroll toward middle of page to '**For Government**' on the right-hand side in grey.

FORMS

Click on '**Forms**' to get a list of the forms that need to be submitted to name your records management officer, add an item not already on your schedule, destroy an item not on your schedule, declare compliance, amendments, and disposition log.

- SLR 504 – Designation of Local Government Records Management Officer
- SLR 508 – Declaration of Compliance with the Records Scheduling Requirement of the Local Government Records Act
- SLR 500 – Local Government Records Control Schedule (also must include SLR 540)
- SLR 501 – Request for Authority to Destroy Unscheduled Records
- SLR 520 – Amendment to Local Government Records Control Schedule (also must include SLR 540)
- Records Disposition Log (sample)

RETENTION SCHEDULES

Click on '**Retention Schedules**'.

Click on '**Local Retention Schedules**'.

Click on '**GR**' (GR: Records Common to All Local Governments). Download and save, print, or view as web.

Also, always review 'Download edition changes at bottom of GR.

Click on '**PW**' (PW: Records of Public Works and other Government Services). Part 5 is specific for Soil and Water Conservation Records. **Also, always review 'Download edition changes at bottom of PW.**

RECORDS TRAINING

Training for records managers is available. Please review to see what is available.

Temple staff available to help if needed, please contact Karen Preece at 254-773-2250 ext 245.