



Form SLR 508 – Declaration of Compliance

with the Records Scheduling Requirement
of the Local Government Records Act

Part 1: Records Management Officer (RMO) Contact

CAUTION: Before filling out this form, make sure the records management policy approved by your governing body under Local Government Code (LGC) §203.026 designates your position as the Records Management Officer (RMO). If the position or person designated as RMO in the policy has changed, submit a new policy with this form.

RMO Name:		Local Government Name:	
RMO Title and Position Designated in Policy:		Mailing Address:	
Business Email Address:	Phone Number:	City:	Zip Code:
<input type="checkbox"/> Please subscribe me to The Texas Record blog for news and training information. https://www.tsl.texas.gov/slrmblog/			

Part 2: Local Government Certification

As records management officer, I understand I shall assist in establishing and developing policies and procedures for the records management program for the local government and ensure compliance with duties of records management officer (LGC §203.023), Electronic Standards and Procedures (LGC §205.002); and Microfilming Standards and Procedures (LGC §204.002).

I hereby declare records control schedules have been prepared for all records as required by LGC §203.041(a). I certify the schedules comply with the minimum requirements established on records retention schedules issued by the Texas State Library and Archives Commission (as checked below) and no retention period on the records control schedules is less than a retention period prescribed by a state or federal law, regulation, or rule of court.

I declare this local government complies with the following retention schedules (check all that apply):	
<input checked="" type="checkbox"/> Schedule GR (Records Common to All Governments) <input type="checkbox"/> Schedule CC (Records of County Clerks) <input type="checkbox"/> Schedule DC (Records of District Clerks) <input type="checkbox"/> Schedule EL (Elections & Voter Registration Records) <input type="checkbox"/> Schedule HR (Records of Public Health Agencies) <input type="checkbox"/> Schedule JC (Records of Public Junior Colleges)	<input type="checkbox"/> Schedule LC (Justice and Municipal Courts Records) <input type="checkbox"/> Schedule PS (Records of Public Safety Agencies) <input type="checkbox"/> Schedule PW (Records of Public Works and Services) <input type="checkbox"/> Schedule SD (Records of Public School Districts) <input type="checkbox"/> Schedule TX (Records of Property Taxation) <input type="checkbox"/> Schedule UT (Records of Utility Services)
RMO Signature:	Date:

For use by Texas State Library and Archives Commission Staff Only			
This Declaration of Compliance has been accepted for filing:			
<input type="checkbox"/> pursuant to Local Gov. Code §§203.025 and 203.041(a)(2). A record appearing on a valid records control schedule may be disposed of at the expiration of its retention period without additional notice to the director and librarian as described in §202.001(a)(1), subject to the provisions of §203.041(d)			
<input type="checkbox"/> subject to the conditions stated in the accompanying letter.			
Name:	Title:	Signature:	Date:
Megan Carey	RMA Manager		