



# Records Management Publications

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Services to Government Agencies

## Publications for Records Managers

Records management publications include laws and regulations concerning the management of Texas government records and State and Local Records Management publications and forms.

### Can't find what you're looking for?

New material is constantly in development and will be added to this page on a continuing basis. Many of the State and Local Records Management publications will be available in both text format and in Adobe Acrobat Portable Document Format (PDF).

If you require a printed version of a document that is not yet available in alternative format on our Web site, you may request a copy by e-mailing [slrminfo@tsl.state.tx.us](mailto:slrminfo@tsl.state.tx.us).

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## Records Retention Schedule for State Agencies

[Texas State Records Retention Schedule \(Second Edition\) \(HTML\)](#)



[Texas State Records Retention Schedule \(Second Edition\) - PDF file \(84 pages, 180K\) \[.pdf\]](#)

**Coming Soon!** [Texas State Records Retention Schedule \(Third Edition\) \(HTML\)](#)

**NEW!** [Texas State Records Retention Schedule \(Third Edition\) - PDF file](#)



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## Records Retention Schedules for Local Governments

[Local Schedule CC: Records of County Clerk](#)



[Local Schedule CC - PDF file \(75 pages, 284K\) \[.pdf\]](#)

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[Local Schedule EL: Records of Elections and Voter Registration](#)



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## State Agency Bulletins

[State Bulletin 1: Electronic Records Standards and Procedures](#)



[State Bulletin 1: Electronic Records Standards and Procedures - PDF file \(9 pages, 48K\) \[.pdf\]](#)

[State Bulletin 2: Microfilming Standards and Procedures](#)



[State Bulletin 2: Microfilming Standards and Procedures - PDF file \(21 pages, 63K\) \[.pdf\]](#)

[State Bulletin 3: Records Retention Schedule Rules](#)



[State Bulletin 3: Records Retention Schedule Rules - PDF file \(9 pages, 129K\) \[.pdf\]](#)

**NEW!** [State Bulletin 3: Records Retention Scheduling Rules](#)



[State Bulletin 3: Records Retention Scheduling Rules - PDF file \(9 pages, 40K\) \[.pdf\]](#) **Effective June 1, 2005**

[State Bulletin 4: State Records Management Laws](#)



[State Bulletin 4: State Records Management Laws - PDF file \(26 pages, 84K\) \[.pdf\]](#)

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## Local Government Bulletins

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### [Local Bulletin B: Electronic Records Standards and Procedures](#)



[Local Bulletin B: Electronic Records Standards and Procedures - PDF file](#) (15 pages, 126K) [.pdf]

### [Local Bulletin C: Inventorying and Scheduling Records](#)



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### [Local Bulletin D: Local Government Records Act](#)



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### [Local Bulletin E: Electronic Filing and Recording by County Clerks](#)



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### [Policy Model 2 - Counties and Large Local Governments](#)



[Policy Model 2 - PDF file](#) (10 pages, 63K) [.pdf]

### [Policy Model 3 - Small Municipalities](#)



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### [Policy Model 4 - Other Small Local Governments](#)



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## **Email Policy Model for State Agencies**

### [Email Policy Model](#)



[Email Policy Model - MS Word doc.\(5 pages, 46K\) \[.doc\]](#)



[Email Policy Model - PDF file \(5 pages, 84K\) \[.pdf\]](#)

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## **Functional Requirements for Electronic Records**

*These files are hosted on the Texas Youth Commission Website.*

### [Functional Requirements for Electronic Records - MS Word Format](#)

### [Electronic Records Research Report](#)

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## **Microfiche Order Forms for State Documents**

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[Cost/Benefit Analysis 2 \(pdf, 6 pages\)](#)



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