

Instructions for Completing Form SLR 122

Forms SLR 122 must be used by all state agencies to submit an amendment to an approved (certified/recertified) agency records retention schedule (Texas Government Code, Chapter 441, §441.185). See Form SLR 105C instructions for submission procedures. If you have questions relating to completion of this form or SLR 105C, please contact the State and Local Records Management Division at 512-421-7200.

Formatting: When duplicating this form electronically, leave at least $\frac{3}{4}$ inch in the top and left margins. Use 10 point font and larger for the data entered into the schedule.

Field 1 Enter the page number and the total number of pages in this amendment (i.e., 1 of 15).

Field 2 Enter the 3-digit Agency Code assigned by the Comptroller of Public Accounts.

Field 3 Enter the complete name of your agency.

Note For Fields 4 - 12

New Records Series: Enter all information for fields 4 – 10, leave field 11 blank, complete field 12.

Changed Records Series: Enter all information for fields 4 – 12.

Deleted Records Series: Leave fields 4 – 9 blank, complete field 10 if applicable, complete fields 11 - 12.

Field 4 Enter the item number for the records series from the *State Records Retention Schedule* (RRS). If the records series title is not included in the RRS, enter the numbers of the appropriate "Category" and "Section" from the RRS where it should be listed. Category and Section Numbers are at the top of the page in the RRS. If the records series cannot be matched to a category and section, then leave Field 4 blank.

Field 5 Enter the number that has been assigned by your agency to the corresponding records series. Do not assign an agency item number that is assigned to another records series on the approved (certified/recertified) retention schedule.

Field 6 Enter the official title of the records series (i.e., W-4 Forms, Labor Statistics Report, Surety Bonds).

Field 7 Enter the retention period of the records series is to be retained in active use at the agency, the number of years it is to be retained in an inactive storage facility, such as the State Records Center, and the total of the two amounts. If a retention period is less than one year, enter the number of months. Refer to the retention codes at the bottom of the form.

Field 8 Using the archival codes at the bottom of the form, indicate the archival value, if applicable, of the records series:

A - Used with records series that will be transferred to the State Archives and do not require a prior review by the State Archivist.

R - Used with records series that have undetermined archival value, and require a review by the State Archivist prior to being transferred to the State Archives.

Field 9 Enter any statute references, other legal citations, or agency policy used as a basis for the retention period.

Field 10 If this records series is stored at the State Records Center, enter the RMD 106 Storage Approval Number.

Field 11 If this records series amends an item on the current approved (certified/recertified) agency retention schedule, list the page number of the agency item number of the records series being amended. If the records series is new, leave blank. If the records series is being deleted, enter the page number and agency item number of the records series being deleted.

Field 12 Designate how *this* records series is being amended, a new records series, a changed records series, or a deleted records series. Refer to the amendment codes at the bottom of the form.