

Slide 8 – Local Government Records Act (LGRA)

- Link to LGRA: <https://www.tsl.texas.gov/slrmpubs/bulletind>

Slide 13 – What does a Records Management Officer (RMO) do for your government?

- Local Government Records Act, [§203.023](#)
- TSLAC Article, [What does it take to be a Records Management Officer?](#)
- TSLAC Article, [I Got a New Job in Records Management, Now What?](#)

Slide 14 – Records Liaisons

- TSLAC Article, [Records Liaisons and Where to Find Them](#)
- TSLAC Webinar, [Simple Ways to Turn Your Records Liaisons into Records Ambassadors](#)

Slide 17-21 Compliance with LGRA

- TSLAC Webinar, [Achieving Compliance](#)
- TSLAC Article, [FAQ: Are We in Compliance?](#)

Slide 19-20 Update Policy

- [FAQ: When Should I Update My Records Management Policy?](#)

Slide 36 – Your Internal Retention Schedule

- TSLAC's Article, [Customizing Your Local Government Records Retention Schedule](#)

Slide 44 – Preservation: Electronic Records

- Bulletin B, [Electronic Records Storage Standards & Procedures](#)

Slide 47 – Access Strategies

- TSLAC Webinar, [Strategies for Preserving Electronic Records](#)

Slide 58 – Format Migration:

- [Sustainability of Digital Formats – Library of Congress](#)
- [File Formats in the Texas Digital Archives](#)

Slide 59 – Government Records on Personal Device:

- For further background on law and consequences:
  - TSLAC Article, <https://www.tsl.texas.gov/slrmpubs/blog/2019/11/off-the-record-texting/>
  - TSLAC Article, [FAQ: Are Text Messages Records?](#)
  - TSLAC Article, [Using Personal Email for Government Business is a Bad Idea – Here's Why](#)
- TSLAC Article, [So text messages can be records – how do we capture and retain them?](#)
- TSLAC Article, [Creating Records At Home, Part III: Various Devices](#)

Slide 60 – Social Media Resources

- TSLAC's [Social Media Webinar Series](#)

- TSLAC Article, [Archives Month: Web Archive \(WARC\)](#)
- TSLAC Article, [Capturing Social Media Records](#)

Slide 61 – Strategy: Microfilm

- [Bulletin A: Microfilming Standards and Procedures](#)
- [Digital Archiving Services at TSLAC](#)
- TSLAC Article, [To Microfilm or Not to Microfilm](#)

Slide 61 – Printing to Paper

- [Bulletin F: Records Storage Standards](#)

Slide 72 –Record’s Department page on TSLAC’s Website

- [www.tsl.texas.gov/slrn](http://www.tsl.texas.gov/slrn)

Slide 74 – State Records Center

- [Contact Information](#)
- [Fee Schedule](#)

Slide 77 – [Records Management Policy Template](#)

Slide 78 – [Declaration of Compliance – Form SLR 508](#)

Slide 79 – [Designation of Records Management Officer – Form SLR 504](#)

Slide 83 – TSLAC Training

- [TSLAC’s Training Page](#)
- Link to all TSLAC webinars: <https://www.tsl.texas.gov/slrn/training/webinars>

Slide 85 – [The Texas Record](#) (where we publish guidance, updates, announcements, etc.)

Slide 89 – One Assigned Task

- Contact your TSLAC Analyst using [TSLAC’s main line](#)
- Or [finding your regional analyst by your region](#)

Questions attendees asked Coordinator and presentation does not address:

Social Media Resources:

- TSLAC’s [Social Media Webinar Series](#)
- TSLAC’s Article, [FAQ: When is Social Media a Record?](#)

Email Management:

- TSLAC Webinar, [Email Management Basics](#)
- TSLAC Article, [FAQ: How Long Do I Keep Email?](#)
- TSLAC Article, [Outlook Tips for Easy Email Management](#)

Cost to store at the State Records Center

- [Fee Schedule](#)