

# RECORDS AND INFORMATION MANAGEMENT OVERVIEW FOR THE TEXAS LEGISLATURE

## TEXAS STATE LIBRARY AND ARCHIVES COMMISSION RESOURCES

### State Archives Archives & Information Services Division (ARIS)

#### ► The State Archives

- Repository of permanent and historical records of state government.
- The State Archives Answers FAQs for Legislators (ARIS):  
<https://www.tsl.texas.gov/arc/faqforleg/faqindex.html>
- Begin with the End in Mind: A Legislative Records Management and Archives Manual for Texas Legislators (ARIS):  
<https://www.tsl.texas.gov/sites/default/files/public/tslac/arc/faqforleg/legislativerecsmanual.pdf>

### State and Local Records Management Division

- Records Management Assistance – training, retention schedules, and advice
- State Records Center – temporary storage of inactive Texas government records  
<https://www.tsl.texas.gov/slrn>

## TEXAS LEGISLATURE RECORDS MANAGEMENT OFFICERS



The Texas Senate – please contact:  
Nanci Longoria, [nanci.longoria@senate.state.tx.us](mailto:nanci.longoria@senate.state.tx.us)



The Texas House of Representatives – please contact:  
James Freeman, [james.freeman@house.state.tx.us](mailto:james.freeman@house.state.tx.us)

## DOCUMENT YOUR SERVICE

**WHAT ARE RECORDS?** Almost anything you create or receive falls under the legal definition of a state record. The state records laws and TSLAC's administrative rules set out requirements you must follow. See the resources above to learn about special requirements for the records of legislators and legislative committees.

**WHY ARE RECORDS IMPORTANT?** Records are valuable Texas assets. Government & citizens alike rely on records' reliability, accuracy and authenticity.

**WHO DOES THIS APPLY TO?** Legislators, their staff, support staff, and all others conducting state business. Also, each state agency and university employee (EVERYONE) is responsible for following the laws and rules for creating, maintaining, and properly disposing of state records and public information. Find out your agency policies.

**WHAT IS PUBLIC INFORMATION?** The 83rd legislature (2013) updated the definition of public information to make it clear that it includes information made in connection with the transaction of official business and contained in e-mail, instant messages, text messages, etc. regardless of whether this information resides on agency or personal devices and accounts. Check the OAG website for exact laws.

**WHAT HELP IS AVAILABLE?** Each of the partner agencies (listed on the next page) offers resources, training, or advice in their area of records and information management. See the RMICC website for resources and links to partner agencies.

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[www.rmicc.state.tx.us](http://www.rmicc.state.tx.us)

**RMICC** studies records management issues and makes improvements to state records management. This group meets quarterly. See website for links to resources, meetings, and reports. RMICC delivers a biennial report to the legislature regarding activities and recommendations.

See website Resources link for this brochure and links to partner agencies.



*Preserving yesterday,  
informing today,  
inspiring tomorrow.*

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

## SLRM

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

[slrminfo@tsl.texas.gov](mailto:slrminfo@tsl.texas.gov)

## ARIS

[www.tsl.texas.gov/landing/  
archives.html](http://www.tsl.texas.gov/landing/archives.html)

## STATE AND LOCAL RECORDS MANAGEMENT DIVISION (SLRM)

SLRM helps state agencies and local governments establish and implement records and information management programs.

**RECORDS MANAGEMENT ASSISTANCE SERVICES:** Training, Consulting, Records Retention Schedules, *The Texas Record*  
[www.tsl.texas.gov/slrml/blog](http://www.tsl.texas.gov/slrml/blog)

**STATE RECORDS CENTER SERVICES:** Store inactive records in paper, microfilm, electronic formats, Disaster Recovery Vault, and Microfilming services

## ARCHIVES & INFORMATION SERVICES DIVISION (ARIS)

The Texas State Archives preserves and documents the heritage and culture of Texas by identifying, collecting, and making available for research the permanently valuable official records of Texas government. Maintaining the official history of Texas government, the State Archives includes archival government records dating back to the 18th century.

By these records, all three branches of Texas government are accountable to the people. Taken together, the holdings of the Texas State Archives provide a historical foundation for present-day governmental actions and are an important resource for Texas studies.



[www.dir.texas.gov](http://www.dir.texas.gov)

*Technology in Texas Leadership,  
Solutions, Savings for  
Government and Education*

**DIR** provides a statewide leadership role by leveraging the state's investment in shared technology, protecting technology assets and citizen privacy, simplifying access to government services and information, and promoting the innovative use of technology across the state.

**IT LEADERSHIP:** Each agency has an Information Resources Manager (IRM)  
**DIR CALENDAR:** Training and events – from free webinars to conferences  
**COMMUNITIES AND EMAIL DISCUSSION LISTS**



[www.texasattorneygeneral.gov](http://www.texasattorneygeneral.gov)

## OPEN GOVT. HOTLINE:

512-478-6736 or 877-673-6839

## OPEN GOVT. COST HOTLINE:

512-475-2497 or 888-672-6787

The **OFFICE OF THE ATTORNEY GENERAL** issues rulings and decisions that determine whether information is open to the public under the Public Information Act (PIA) and other applicable laws. The **OAG** is also dedicated to educating the public and officials of their rights and responsibilities under the PIA. To that end, the **OAG** maintains an informative website, publishes the PIA handbook, operates two toll-free hotlines, and hosts or participates in various training sessions throughout the year. Finally, the **OAG** maintains an Enforcement Section that handles written, informal complaints concerning requests for information as well as, complaints of overcharges.

The **OAG** publishes the Open Meetings Act (OMA) handbook and does training on OMA.

**PUBLICATIONS UPDATED BIENNIALY:** Public Information Act Handbook & Open Meetings Act Handbook.

**TRAINING AND CONFERENCE:** One-hour video training for each Act & Annual Open Government Conference.