



# Designation of Local Government Records Management Officer

**Purpose:** The purpose of this form is to notify the Texas State Library and Archives Commission of a change in Records Management Officer (RMO).

**Instructions:** Elected officials complete Section One **only**; all other local governments complete Section Two **only**.

## Section 1 Elected County Officials **ONLY**

1. County: \_\_\_\_\_
2. Title of Office: \_\_\_\_\_
3. Name of Officeholder: \_\_\_\_\_
4. Address: \_\_\_\_\_
5. City: \_\_\_\_\_ ZIP code: \_\_\_\_\_
6. Telephone: \_\_\_\_\_
7. Email address (optional): \_\_\_\_\_

Please subscribe this email address to *The Texas Record* blog for news and training information.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Section 2 All Other Local Government Offices

Before filling out this form, consult the Records Management policy/order/ordinance (“policy”) approved by your governing body. If the position of the RMO has changed, or if the policy names an individual who is no longer serving as RMO, a new policy must be filed along with this form.

1. Government: \_\_\_\_\_
2. Position Designated in Policy: \_\_\_\_\_
3. Individual’s Name: \_\_\_\_\_
4. Address: \_\_\_\_\_
5. City: \_\_\_\_\_ ZIP code: \_\_\_\_\_
6. Telephone: \_\_\_\_\_
7. Email address (optional): \_\_\_\_\_

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Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Please return original, signed form within 30 days of RMO change to:**

State and Local Records Management Division  
Texas State Library and Archives Commission  
P.O. Box 12927  
Austin, TX 78711-2927