



# Form SLR 104 - Designation of State Agency Records Management Officer

## Agency Head Contact Information:

Agency Code: \_\_\_\_\_ Agency Name: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

➤ Agencies in Austin: provide **inter-agency** address & zip code. Agencies not in Austin: provide street address or P.O. box.

## Records Management Officer (RMO) Designation:

Please check one of the following:

- As agency head, I will serve as records management officer for the agency.
- I designate the following person to serve as records management officer for this agency:

Name and Title: \_\_\_\_\_

I certify that the above-named person holds a position that reports directly to me, the agency head, or to a person with the title functionally equivalent to deputy executive director and shall perform the following duties pursuant to Government Code Subchapter L, Section 441.184:

1. Administer the agency's records management program
2. Assist the agency head in fulfilling all of the agency head's duties under this subchapter and rules adopted under the subchapter.
3. Disseminate to employees of the agency information concerning state laws, administrative rules and agency policies and procedures relating to the management of state records.
4. Fulfill all duties required of records management officers under this subchapter and rules adopted under this subchapter.

Agency Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Records Management Officer (RMO) Contact Information (if different from above):

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Please mail 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