

Submitted pursuant to Local Government Code §203.025

Before filling out this form, ensure that the Records Management policy approved by your governing body under Local Government Code, §203.026 has designated your position as the Records Management Officer (RMO). If the position in the policy has changed, or if the policy names an individual who is no longer serving as RMO, a new policy must be filed with this form.

Records Management Officer (RMO) Contact Information:

Name of Local Government:		
Position/Title Designated in Policy:		
Name of Individual Designated as RMO:		
Mailing Address:		
City:	Zip Code:	
Business email:	Phone:	
Please subscribe me to The Texas Record for r	news and training information. <u>https://www.tsl.texas.gov/slrn</u>	n/blog/
RMO Signature:	Date:	

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

Access and download forms, publications and retention schedules on our website: <u>https://www.tsl.texas.gov/slrm</u>

> For more assistance: 512-463-7610 <u>slrminfo@tsl.texas.gov</u>