



**SLRM**  
STATE AND LOCAL  
RECORDS  
MANAGEMENT

# Form RMD 113 - Disaster Recovery Service Approval Form

## DISASTER RECOVERY SERVICE APPROVAL FORM

Texas State Library – State and Local Records Management Division

**RMD 113 (03/23)**

See Reverse for Instructions

RMD 113 Approval Number  
(SRC USE ONLY)

1. Agency Code	2. Agency/Division	3. Date of Request
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4. Pickup and Delivery Location

\_\_\_\_\_

\_\_\_\_\_

5. List Staff Permitted Access

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

6. Name and Title of Person Completing This Form	7. Phone Number
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8. Agency Approval

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

Agency Head  
 Records Management Officer

### STATE AND LOCAL RECORDS MANAGEMENT DIVISION USE ONLY

Records Management Officer Approved

Retention Schedule On File

Accepted for Storage

Rejected (Give Reason)

\_\_\_\_\_

\_\_\_\_\_

Manager \_\_\_\_\_ Date \_\_\_\_\_

(Instructions appear on page two)

## **Instructions for Completing the RMD 113, Disaster Recovery Service Approval Form**

1. Agency Code - Enter the three-digit agency code assigned by the Comptroller of Public Accounts.
2. Agency/Division - Enter complete agency name and the division or department originating the request.
3. Date of Request - Enter today's date.
4. Pickup and Delivery Location - Enter the street address where the records are to be picked up and delivered.
5. List Staff Permitted Access - List all agency staff who are authorized to request the records from storage both during normal business hours and after hours in the event of a disaster.
6. Enter the name and title of person completing this form.
7. Phone Number - Enter the phone number of the person completing this form.
8. Agency Approval - The records management officer or agency head must sign and date this form before submitting it to the State and Local Records Management Division.

**Please mail original, signed form to:**

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

If you have any questions about Disaster Recovery, please call the SRC Manager, 512-475-5151