

Designation of State Agency Records Management Officer (RMO)

Instructions: Print or type form and return to address below.

Agency Code _____ Agency Name _____

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 _____

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 Name _____ Title _____

Agency Head Signature _____ Date _____

Records Management Officer Contact Information

Telephone Number _____ Fax Number _____

E-mail Address _____

Agencies in Austin must use Inter-Agency Address & Zip Code
Agencies not in Austin only: Street Address or P.O. Box

Address _____

City _____ Zip Code _____

Return original, signed form within 30 days of receipt or 30 days of RMO change:

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

