



Form SLR 504 – Designation of Local Government Records Management Officer For non-elected offices in Texas

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 news and training information. <https://www.tsl.texas.gov/slr/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: <https://www.tsl.texas.gov/slr>

For more assistance: 512-463-7610
slrinfo@tsl.texas.gov