

# Designation of Local Government Records Management Officer (RMO)

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

## Section One: Elected County Officials

County \_\_\_\_\_  
Title of Office \_\_\_\_\_  
Name of Officeholder \_\_\_\_\_  
Signature of Elected County Official \_\_\_\_\_ Date: \_\_\_\_\_

I, the undersigned officeholder, (please check one)

will serve as records management officer for the office as provided by § 203.001, Local Government Code.

designate the county records management officer to act as records management officer for the records of the office, to the extent authorized, as provided by § 203.005(g), Local Government Code.

## Section Two: All other Local Government Offices

The Records Management Program policy/order/ordinance (RMP) that established a records management program as approved by the governing body of this local government designates that the following position, currently held by the named individual, is the Records Management Officer for this local government as provided by § 203.025, Local Government Code.

Name of Government City of Schertz  
Position designated in RMP City Secretary  
Individual's Name Brenda Dennis  
Signature of RMO Brenda Dennis Date: 10-20-2009

Section Three: Contact Information -  New  Update

### Records Management Officer Contact Information

Street Address 1400 Schertz Parkway  
P.O. Box \_\_\_\_\_  
City Schertz TX Zip Code 78154  
Telephone Number 210-619-1030 Fax Number 210-619-1039  
E-mail Address bdennis@schertz.com

Save Paper! Please send Training Schedules & Newsletters to this e-mail address.  Yes  No

Please return original, signed form within 30 days of receipt or 30 days of RMO change to: (LGC §203.025)

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



094 16 002