

Designation of Local Government Records Management Officer

Purpose: The purpose of this form is to notify the Texas State Library and Archives Commission of a change in Records Management Officer (RMO).

Instructions: Elected officials complete Section One only; all other local governments complete Section Two only.

Section One: Elected County Officials ONLY

County _____

Title of Office _____

Name of Officeholder _____

Mailing Address _____

City _____ ZIP Code _____

Telephone Number _____ Fax Number _____

E-mail Address _____

Signature of Officeholder _____ Date: _____

Section Two: All other Local Government Offices

Before filling out this form, consult the Records Management policy/order/ordinance ("policy") approved by your governing body. If the position of the RMO has changed, or if the policy names an individual who is no longer serving as RMO, a new policy must be filed along with this form.

Name of Government Williamson County, Texas - Non-Elected Williamson County Offices

Position Designated in Policy Senior Office Manager of Williamson County Information Technology Services

Individual's Name Tammy McCulley

Mailing Address 301 S.E. Inner Loop Rd, Suite 105

City Georgetown ZIP Code 78626

Telephone Number (512) 943-1455 Fax Number (512) 943-1488

E-mail Address tmcculley@wilco.org

Signature of RMO _____ Date: _____

Please return 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



