



COLLIN COUNTY

Information Technology
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Date: September 19, 2012

To: Keith Self, County Judge
Matt Shaheen, Commissioner, Pct 1
Cheryl Williams, Commissioner, Pct 2
Joe Jaynes, Commissioner, Pct 3
Duncan Webb, Commissioner, Pct 4

From: Caren Skipworth, Chief Information Officer

Re: **Designation of our Local Government Records Management Officer**

Edith Jolley has been formally named as Collin County's Records Management Officer as of September 10, 2012. The Texas State Library and Archives Commissioner approved our SLR 504: *Designation of Local Government Records Management Officer* request.