

# 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.

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## 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: \_\_\_\_\_

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## 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 Collin County Government  
Position Designated in Policy Records Management Officer  
Individual's Name Edie A. Jolley  
Mailing Address 825 N. McDonald, Suite 100  
City McKinney ZIP Code 75069  
Telephone Number 972-548-5562 Fax Number 972-548-5567  
E-mail Address ejolley@collincountytx.gov  
Signature of RMO *Edie A. Jolley* Date: 9.7.12

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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

