

**RECORDS MANAGEMENT LIAISON
OFFICER DESIGNATION**

Form RC-078 (Revised 11/2008)



STATE OF CONNECTICUT
Connecticut State Library
Office of the Public Records Administrator
 231 Capitol Avenue / Hartford, CT / 06106
www.cslib.org/publicrecords

Pursuant to *Connecticut General Statutes Sec. 11-8 and 11-8a(f)*, each state agency must designate an employee to serve as a **Records Management Liaison Officer (RMLO)** to coordinate records management activities on the agency level and to serve as a liaison with the **Office of the Public Records Administrator**.

INSTRUCTIONS:

1. This form must be used to inform the Office of the Public Records Administrator of an addition, deletion, or change of designation of an individual as RMLO or Assistant RMLO, as well as changes to address or contact information for the agency.
2. Please fill-out the form completely and legibly and submit it to the Office of the Public Records Administrator.

ACTION:

- | | | |
|--------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Add employee as RMLO | <input type="checkbox"/> Add employee as Assistant RMLO | <input type="checkbox"/> Update contact information |
| <input type="checkbox"/> Remove employee as RMLO | <input type="checkbox"/> Remove employee as Assistant RMLO | <input type="checkbox"/> Change status of RMLO |

AGENCY:		DIVISION / UNIT:	
ADDRESS:	CITY:	ZIP:	INTER-DEPARTMENT: <input type="checkbox"/> YES <input type="checkbox"/> NO

FIRST NAME:	LAST NAME:	TITLE:	
PHONE:	FAX:	E-MAIL:	
ADDRESS:	CITY:	ZIP:	INTER-DEPARTMENT: <input type="checkbox"/> YES <input type="checkbox"/> NO

DESIGNATION: <input type="checkbox"/> RMLO <input type="checkbox"/> Assistant RMLO	COMMENTS:
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AGENCY HEAD OR AUTHORIZED PARTY (<i>type or print</i>):	DATE:
TITLE (<i>type or print</i>):	PHONE:
APPROVED (<i>signature of agency head or authorized party</i>):	E-MAIL:

OFFICE USE ONLY	
DATE:	INITIALS: