

**RECORDS MANAGEMENT LIAISON  
OFFICER DESIGNATION**

Form RC-078 (Revised 01/2010)



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

Pursuant to *Connecticut General Statutes §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. Use this form to notify 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 above-listed address.

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

**ACTION:**

- Add employee as RMLO                       Add employee as Assistant RMLO                       Update contact information  
 Remove employee as RMLO                       Remove employee as Assistant RMLO                       Change status of RMLO

FIRST NAME:	LAST NAME:	TITLE:
PHONE:	FAX:	E-MAIL:
ADDRESS:		

AGENCY HEAD OR AUTHORIZED PARTY ( <i>type or print</i> ):	
TITLE ( <i>type or print</i> ):	
APPROVED ( <i>signature of agency head or authorized party</i> ):	DATE:

OFFICE USE ONLY	
DATE:	INITIALS: