

DESIGNATION OF "PICK-UP ONLY" PERSONNEL

"Pick-up Only" Personnel: Personnel who are designated only to pick up records from the NM State Records Center and Archives (SRCA). These individuals are only allowed to pick up records with prior notification to SRCA through mail or fax by the appropriate Records Liaison Officer. This designation is used by agencies that utilize "runners" to transport records to and from an agency.



PICK-UP PERSONNEL NAME(S)	AGENCY CODE	AGENCY NAME & MAILING ADDRESS	CONTACT INFORMATION
PRINT NAME:			PHONE NUMBER:
SECTION/ UNIT:			FAX NUMBER:
SIGNATURE:			E-MAIL ADDRESS:
PRINT NAME:			PHONE NUMBER:
SECTION/ UNIT:			FAX NUMBER:
SIGNATURE:			E-MAIL ADDRESS:
PRINT NAME:			PHONE NUMBER:
SECTION/ UNIT:			FAX NUMBER:
SIGNATURE:			E-MAIL ADDRESS:
PRINT NAME:			PHONE NUMBER:
SECTION/ UNIT:			FAX NUMBER:
SIGNATURE:			E-MAIL ADDRESS:
PRINT NAME:			PHONE NUMBER:
SECTION/ UNIT:			FAX NUMBER:
SIGNATURE:			E-MAIL ADDRESS:

APPROVAL:

<p>_____ *TYPED OR PRINTED NAME & TITLE: CABINET SECRETARY OF DEPARTMENT OR EXECUTIVE DIRECTOR OF AGENCY*</p>	<p>For FY _____</p>
<p>_____ *AUTHORIZING SIGNATURE*</p>	<p>_____ DATE</p>

This form should be signed by the current Record Liaison Officer, Cabinet Secretary of the Department or the Executive Director of the Agency