

DESIGNATION OF RECORD LIAISON OFFICER(S)

Records Liaison Officer: Personnel who are designated as a Record Liaison Officer (RLO) routinely process most of the paperwork associated with the transfer, storage and destruction of an agency's records. The Record Liaison Officer should receive specific training from the NM State Records Center and Archives to perform this function. It is extremely important to assign the duties of an RLO to personnel who are very familiar with the general and program records of their respective agency.



RECORD LIAISON OFFICER 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:
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PRINT NAME:			PHONE NUMBER:
SECTION/ UNIT:			FAX NUMBER:
SIGNATURE:			E-MAIL ADDRESS:

APPROVAL:

_____ *TYPED OR PRINTED NAME & TITLE; CABINET SECRETARY OF DEPARTMENT OR EXECUTIVE DIRECTOR OF AGENCY*	For FY ____/____
_____ *AUTHORIZING SIGNATURE*	_____ DATE

This form should only be signed by the Cabinet Secretary of the Department or the Executive Director of the Agency