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AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Discussion and possible action to designate Melody Barron to serve as Records Management Officer for Hays County.

ITEM TYPE

ACTION-MISCELLANEOUS

MEETING DATE

April 9, 2013

AMOUNT REQUIRED

LINE ITEM NUMBER

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A

AUDITOR REVIEW: N/A

REQUESTED BY

SPONSOR

CO-SPONSOR

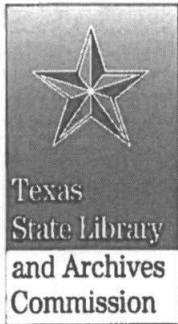
COBB

N/A

SUMMARY

Pursuant to Section 203.025 of the Texas Local Government Code: each local government shall designate a records management officer and the name of the person shall be entered on the minutes of the governing body.

FILED: 04 09 13
HAYS COUNTY COMMISSIONERS' COURT
Resolution # 28938 VOL V PG 134



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**.

Section 1 Elected County Officials **ONLY**

1. County: _____
2. Title of Office: _____
3. Name of Officeholder: _____
4. Address: _____
5. City: _____ ZIP code: _____
6. Telephone: _____
7. Email address (optional): _____

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Signature _____ Date: _____

Section 2 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.

1. Government: Hays County
2. Position Designated in Policy: Records Management Officer
3. Individual's Name: Melody Barron
4. Address: 712 South Stagecoach Trail
5. City: San Marcos ZIP code: 78666
6. Telephone: 5123937709
7. Email address (optional): melody.barron@co.hays.tx.us

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Signature _____ Date: _____

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