

**RECORDS MANAGEMENT  
LIAISON OFFICER DESIGNATION**

Form RC-078 (Revised 8/2022)



**STATE OF CONNECTICUT**  
Connecticut State Library  
**Office of the Public Records Administrator**  
231 Capitol Avenue, Hartford, CT 06106  
<http://ctstatelibrary.org/publicrecords>

Pursuant to §11-8a(f) of the *General Statutes of Connecticut*, 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. State agencies in the Executive branch and certain quasi-public agencies must use this form to notify our office of an addition, deletion, or change of designation of an individual as RMLO or Assistant RMLO, or to make changes to an individual's or agency's contact information.
2. Fill out the form completely and legibly for each designation and email form to [csl.retention@ct.gov](mailto:csl.retention@ct.gov)
3. Designations:
  - a. **RMLO:** The RMLO is responsible for implementing and maintaining the agency records management program including signing disposition requests. The RMLO should hold a position within the agency to have considerable knowledge of agency functions and the records created to fulfill those functions, as well as the authority to direct agency employees.
  - b. **Assistant RMLO:** the Assistant RMLO(s) work in conjunction with the RMLO in supporting the agency records management program.
  - c. **Area(s) of Authority:** the division, department, region or program over which the RMLO will have authority for retention schedule development or disposal authorization
4. Refer to **Public Records Policy 7: [Records Management Liaison Officer \[RMLO\] and Assistant RMLO – Appointment and Duties](#)** for more detail.

<b>STATE AGENCY:</b>	<b>DIVISION / UNIT:</b>
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<b>ADDRESS:</b>	<b>INTER-DEPARTMENT MAIL:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
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<b>FIRST NAME:</b>	<b>LAST NAME:</b>	<b>JOB TITLE:</b>
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<b>DIVISION / UNIT (if different from above):</b>	<b>ADDRESS (if different from above):</b>	<b>INTER-DEPARTMENT MAIL:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
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<b>E-MAIL:</b>	<b>PHONE:</b>	<b>FAX:</b>
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<b>ADD DESIGNATION:</b> <input type="checkbox"/> Add as RMLO <input type="checkbox"/> Add as Assistant RMLO	<b>REMOVE DESIGNATION:</b> <input type="checkbox"/> Remove as RMLO <input type="checkbox"/> Remove as Assistant RMLO	<b>OTHER:</b> <input type="checkbox"/> Update contact information <input type="checkbox"/> Change status to _____
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**AREA(S) OF AUTHORITY (Use "Other" for a large agency designating more than one RMLO):**

Entire Agency  
 Other (division/department/region/program):

**NOTES:**

**AGENCY HEAD OR DEPUTY (type or print):**

**TITLE (type or print):**

<b>APPROVED (signature of agency head or deputy):</b>	<b>DATE SIGNED:</b>
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<b>OFFICE USE ONLY</b> <input type="checkbox"/> RMLO FILE <input type="checkbox"/> RMLO DATABASE <input type="checkbox"/> RMLO E-MAIL DISTRIBUTION LIST	<b>DATE:</b>	<b>INITIALS:</b>
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