

DESIGNATION OF RECORD LIAISON OFFICER(S)/PICK-UP PERSONNEL

Please use this form when designating Record Liaison Officers or pick-up only personnel by completing the following information and submitting (with an original authorizing signature) to the CPR:
 (Check only one designation type per form)



Record Liaison Officer: Authorization to submit paperwork for storage, withdrawal and destruction. Specific training is required.
 1.13.12.11 NMAC

Pick-Up Only Personnel Authorized to pick up records at the records center by appointment. 1.13.12.12 NMAC

STAFF NAME(S)	AGENCY CODE	AGENCY NAME & MAILING ADDRESS	CONTACT INFORMATION
PRINT NAME:			PHONE NUMBER:
SECTION/UNIT:			EMAIL ADDRESS:
SIGNATURE:			
PRINT NAME:			PHONE NUMBER:
SECTION/UNIT:			EMAIL ADDRESS:
SIGNATURE:			
PRINT NAME:			PHONE NUMBER:
SECTION/UNIT:			EMAIL ADDRESS:
SIGNATURE:			
PRINT NAME:			PHONE NUMBER:
SECTION/UNIT:			EMAIL ADDRESS:
SIGNATURE:			

APPROVAL:

By signing below I authorize the personnel listed above to request the destruction, storage or withdrawal of public records.

AUTHORIZED SIGNATURE

TYPED OR PRINTED NAME & TITLE

DATE

FISCAL YEAR OF DESIGNATION:

*RLO designation must be signed by the records custodian as defined in Section 14-3-2 NMSA 1978

SRCA Tracking #