



FLORIDA DEPARTMENT *of* STATE

RICK SCOTT
Governor

KEN DETZNER
Secretary of State

MEMORANDUM

To: Department / Agency Head
From: Department of State / Division of Library and Information Services
Subject: Records Management Liaison Officer (RMLO) status

Please provide current information about your agency RMLO in the space below. Thank you.

Agency Name: _____

Agency Mailing Address: _____

RMLO Name: _____

RMLO Email Address: _____

RMLO Mailing Address: _____

Telephone #: _____ Fax #: _____

Authorizing Official: Name (please print) _____

Title _____

Signature _____ Date _____

RETURN TO: Division of Library and Information Services
Florida Department of State
Mail Station 9E
Tallahassee, FL 32399-0250
Phone: 850.245.6750 FAX: 850.245.6795 email: recmgt@dos.myflorida.com



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