



FLORIDA DEPARTMENT *of* STATE

RICK SCOTT
Governor

DIVISION OF LIBRARY AND INFORMATION SERVICES

KURT S. BROWNING
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**

DIRECTOR'S OFFICE

R.A. Gray Building • 500 South Bronough Street • Tallahassee, Florida 32399-0250
850.245.6600 • FAX: 850.245.6282 • TDD: 850.922.4085 • <http://info.florida.gov>

COMMUNITY DEVELOPMENT
850.245.6600 • FAX: 850.245.6643

STATE LIBRARY OF FLORIDA
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CAPITOL BRANCH
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RECORDS MANAGEMENT SERVICES
850.245.6750 • FAX: 850.245.6795

ADMINISTRATIVE CODE AND WEEKLY
850.245.6270 • FAX: 850.245.6282