



Form SLR 504 – Designation of Local Government
Records Management Officer
For non-elected offices in Texas

Submitted pursuant to Local Government Code §203.025

Before filling out this form, ensure that the Records Management policy approved by your governing body under Local Government Code, §203.026 has designated your position as the Records Management Officer (RMO). If the position in the policy has changed, or if the policy names an individual who is no longer serving as RMO, a new policy must be filed with this form.

Records Management Officer (RMO) Contact Information:

Name of Local Government: Buckholts ISD

Position/Title Designated in Policy: Business Manager

Name of Individual Designated as RMO: Sherry Wood

Mailing Address: PO BOX 248

City: Buckholts Zip Code: 76518

Business email: swood@buckholtsisd.net Phone: 254-593-2745

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RMO Signature: Sherry Wood Date: 8/27/2021

Please mail 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

Access and download forms, publications and retention schedules
on our website: <https://www.tsl.texas.gov/slrmblog/>

For more assistance: 512-463-7610
slrminfo@tsl.texas.gov