

**STATE EDUCATION DEPARTMENT  
NEW YORK STATE ARCHIVES**

**Records Management Officer (RMO) Appointment Notification Form**

INSTRUCTIONS: The Regulations of the Commissioner of Education Section 188.4(b) require agencies to notify the Archives of new Records Management Officer (RMO) appointments. When a new RMO is appointed to an agency, please complete this form and transmit it online, by mail, e-mail, or fax to the New York State Archives at the address below.

New York State Archives  
State Agency Services  
Cultural Education Center, 9A68  
Albany, New York 12230  
E-mail: [RECMGMT@mail.nysed.gov](mailto:RECMGMT@mail.nysed.gov)  
Fax: (518) 486-4923

Agency:	
Name of new RMO:	
Job Title:	
Mailing Address:	
Phone Number:	Fax Number:
E-mail Address:	
Date Appointed RMO:	