



**SLRM**  
STATE AND LOCAL  
RECORDS  
MANAGEMENT

## Designation of Local Government Records Management Officer

**Purpose:** The purpose of this form is to notify the Texas State Library and Archives Commission of a change in Records Management Officer (RMO)

**Instructions:** Elected officials complete Section One **only**, all other local governments complete Section Two **only**

**Section 1 Elected County Officials ONLY**

- 1 County \_\_\_\_\_
- 2 Title of Office \_\_\_\_\_
- 3 Name of Officeholder \_\_\_\_\_
- 4 Address: \_\_\_\_\_
- 5 City \_\_\_\_\_ ZIP code \_\_\_\_\_
- 6 Telephone \_\_\_\_\_
- 7 Email address (optional) \_\_\_\_\_

Please subscribe this email address to *The Texas Record* blog for news and training information

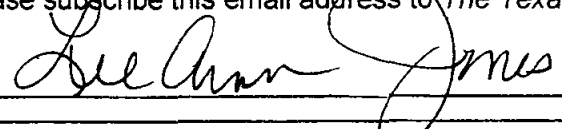
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section 2 All Other Local Government Offices**

Before filling out this form, consult the Records Management policy/order/ordinance ("policy") approved by your governing body. If the position of the RMO has changed, or if the policy names an individual who is no longer serving as RMO, a new policy must be filed along with this form

- 1 Government: Panola County
- 2 Position Designated in Policy: Records Management Officer
- 3 Individual's Name: Vicki Heinkel
- 4 Address: 110 S Sycamore, Room 216-A
- 5 City Carthage ZIP code 75633
- 6 Telephone 903-693-0391
- 7 Email address (optional) vicki.heinkel@co.panola.tx.us

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Signature  Date November 14, 2016

**Please return 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



SLRM STATE AND LOCAL RECORDS MANAGEMENT

Declaration of Compliance

with the Records Scheduling Requirement of the Local Government Records Act Submitted pursuant to Local Government Code §203.041(a)(2)

Section 1 SUBMISSION OF DATA

1 Government Panola County
2 Address 110 S. Sycamore, Room 216-A
City Carthage ZIP code 75633
3 Telephone 903-693-0391 4 Email (optional) vicki.heinkel@co.panola.tx.us

Section 2 LOCAL GOVERNMENT CERTIFICATION

As records management officer for the local government or elective county office named, I hereby declare, that in lieu of filing records control schedules, we have adopted records control schedules that comply with minimum requirements established on records retention schedules issued by the Texas State Library and Archives Commission (as checked below) for use in our records management program

- the validity of this declaration is contingent on its acceptance for filing by the commission,
if we have previously filed documentation with the commission in which we declared our intent to retain all records permanently, we must attach amended documentation to this declaration before it can be accepted for filing,
the records retention schedules adopted by this declaration may be amended by filing for approval a supplemental Records Control Schedule Amendment (SLR 520) on which are listed proposed retention periods for records that do not appear on schedules issued by the commission (as checked below),
if a supplemental Records Control Schedule Amendment is not filed, we must file a Request for Authorization to Destroy Unscheduled Records (SLR 501) in order to destroy records that do not appear on schedules issued by the commission (as checked below), and
the commission will provide us with access to subsequent editions of any schedules issued by the commission

1. I hereby declare that our records control schedules will comply with the following schedules issued by the commission

- Schedule CC (Records of County Clerks)
Schedule DC (Records of District Clerks)
Schedule EL (Records of Elections and Voter Registration)
Schedule GR (Records Common to All Governments)
Schedule HR (Records of Public Health Agencies)
Schedule JC (Records of Public Junior Colleges)
Schedule LC (Records of Justice and Municipal Courts)
Schedule PS (Records of Public Safety Agencies)
Schedule PW (Records of Public Works and Services)
Schedule SD (Records of Public School Districts)
Schedule TX (Records of Property Taxation)
Schedule UT (Records of Utility Services)

2. If any records control schedules or amendments have been filed with the commission, I also hereby declare that those schedules or amendments:

- are superseded by this declaration
are not superseded by this declaration I understand that, in the event of a conflict between the previously filed records control schedules or amendments and the schedules adopted by this declaration, the longer retention period shall apply

Name and Title Vicki Heinkel - Records Management Officer

Signature Vicki Heinkel Date 11/14/16

Section 3. TEXAS STATE LIBRARY AND ARCHIVES (Not to be completed by Texas State Library)
This Declaration of Compliance is specifically filed pursuant to Local Government Code §203.041(a)(2) and the applicable schedule issued by the commission (as checked above). It does not constitute an expiration of its retention period or a four-month additional notice to the Director and Librarian as required by the provisions of Local Government Code §203.041(b).