



Louisiana State Archives – Records Management
Louisiana Secretary of State
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SSARC-941 (09/2020)

ROLE DESIGNATION FORM

Archives Use Only		
Date Received:	Date Entered:	Entered by:

Instructions: Use this form to designate individuals to assist your agency's Records Officer. This form does not need to be signed by the Chief Executive / Head of Agency. It may be signed by the Records Officer, Section Supervisors or Directors. Please do NOT use this form to designate your agency's Records Officer (use form SSARC-940 to do so).

Please print or type all information below:

1. Agency: _____

2. Agency Mailing Address: _____

3. Designee's Role (Check all that apply):

Records Center Coordinator

Legal Contact

Records Coordinator

Information Technology Contact

4. Designee Section/Office Representing: _____

5. Designee Name: _____

6. Designee's Title: _____

7. Designee's E-mail Address: _____

8. Designee's Phone: (_____) _____ 9. Designee's Fax: (_____) _____

The person listed above is appointed as the coordinator/contact for the section indicated. If our coordinator/contact changes, we will notify the State Archives of the change within thirty days of such change.

Submitter's Name

Title

Date