

Records Officer Designation (Liaison)

Key Points:

- Each State Agency (see La. R.S. 44:402 for definition) is required by La. R.S. 44:411 to designate a person to serve as a liaison between the agency and the State Archives.
- Designations are made using the Records Officer Designation form (SSARC-940) that can be found on our [Get Forms](#) section for the Records Management area of the Secretary of State's website (www.sos.la.gov/records).
- The liaison is also commonly referred to the **Agency Records Management Officer**.
- La. R.S. 44:411 requires the designation to come from the Chief Executive of the agency (not their delegated appointee) and must be SIGNED by the Chief Executive of the agency.
- For agencies that are boards, commissions, authorities, etc. that have programmatic support from another agency (e.g. a board that has a program manager from a state department), the Chief Executive would be the Board Chairman, not the Program Manager or Executive Director of the office.
- By Administrative Rule, this designation is **due annually by July 1**, and should be amended at any point in the state fiscal year (July 1- June 30) in which the records liaison changes.
- It is NOT necessary to submit an amended form if the Chief Executive changes during the year, unless that Executive wishes to change the agency liaison at that time.
- Complete submissions received between January 1 and June 30 of any given year will be counted for the upcoming state fiscal year in addition to the current state fiscal year in which the form was received.

Completing the Form:

- Read and/or review the Louisiana State Archives | Records Management Program | Procedures document for the Records Officer Designation Liaison Form (SSARC-940).
- Procedures for completing forms can be found on the [Get Forms](#) section of the Records Management area of the Louisiana Secretary of State's website. Visit <http://www.sos.la.gov/records> to access this information.
- Forms that are submitted with missing signatures or designation information or have been executed by someone other than the chief executive of the agency (Executive director instead of Board President, CAO instead of Parish President) will be returned for resubmission.

Method of Submission:

- Signed designation forms can be submitted to the Records Management program via email to recmgt@sos.la.gov; by fax to (225) 922-1220 Attn: Records Management or via U.S. mail to: Records Management -(940), Louisiana Secretary of State, P.O. Box 94125, Baton Rouge, LA 70804.
- If submitting by email or fax, it is NOT necessary to mail the original.

Who to contact regarding Designations:

- Agencies that have a question regarding their designation including: past designees of agency, current designee status of agency, how to complete the form, questions about how to proceed when agency Chief Executive is vacant should be sent via email to recmgt@sos.la.gov or faxed to (225) 922-1220. If you need to speak to someone, please contact one of our Records Analysts at either (225) 362-5181, (225) 362-5182 or (225)925-7695.