TO: Records Management Section  
Division of Archives Records Management and History  
P.O. Box 94125, Capitol Station  
Baton Rouge, LA 70804-9125  
FAX (225) 922-1220

Instructions: This form is to be used to designate records coordinators (people who assist the agency records officer) and records center coordinators with the State Archives Records Management Program. It can also be used to designate legal and IT representatives for records management related topics. Unlike the Records Officer Designation Form, this form does not need to be signed by the Chief Executive Officer. DO NOT USE this form to designate your agency’s Records Officer (use form SS ARC 940 to do so). Please complete and return by fax or mail to the address or fax number listed above.

PLEASE PRINT CLEARLY ALL INFORMATION REQUESTED BELOW.

1. Agency: _____________________________________________________________________________

2. Agency Mailing Address: ______________________________________________________________

3. Designee’s Role (Check all that apply):
   - [ ] Records Center Coordinator  
   - [ ] Legal Contact  
   - [ ] Records Coordinator  
   - [ ] IT Contact

4. Designee Section/Office Representing:___________________________________________________

5. Designee Name: _____________________________________________________________________

6. Designee’s Title: _____________________________________________________________________

7. Designee’s E-mail Address: ___________________________@______________________________


The person listed above is appointed as the coordinator/contact for the section indicated until we notify your office or update the information via renewal process through your office. In the event that our coordinator/contact changes, we will notify your office of the change and our new designee within thirty days of any such change.

Submitter’s Signature:_________________________________________________________________

Submitters Title: ___________________________________Date: _____________________________