

# Records Officer Designation (Liaison)

## About the Form:

- Designations are made using the Records Officer Designation form (SSARC-940) that can be found on the [Get Forms](#) page for the Records Management area of the Louisiana Secretary of State's website.
- Guidance about what agencies need to know about the form and how to submit it can be found on the [View Resources](#) page. Visit <http://www.sos.la.gov/records> to access the Records Management area.
- Please remember to **type or print the information you provide** on the Records Officer Designation form.

## Completing the Form:

1. **Agency:** Enter the name of the Agency. For statewide agencies enter the name of your agency, board, commission, etc. For parish agencies, be sure to include your parish name if you are a local agency and a Ward or District number if there is more than one type of agency in your parish.
2. **Agency Mailing Address:** Please include the mailing address, including City, state and zip code for your entity. (While most entities are based in Louisiana, some have a mailing address across state lines).
3. **Agency Chief Executive:** List the Chief Executive for your agency. If your agency is run by an elected official put the Elected Official's Name. If your agency is tied to a board or commission, the Chief Executive is the Chairman of the Board not the Executive Director. Do not put someone who has delegated authority. R.S. 44:411 requires that the appointment be from the Chief Executive.
4. **Executive's Title:** Title of the Chief Executive (e.g. Mayor, Chairman of the Board, Sheriff, etc.)
5. **Executive's Email address:** email address of the person named on line 3. Needed in the event of a disaster or significant records related issue.
6. **Exec. Phone number:** phone number of person named on line 3. Needed in the event of a disaster or records related issue.
7. **Exec. Fax number:** fax number for person named on line 3. Needed in the event of a disaster or significant records related issue.
8. **Date Executive Appointed or Elected to current position:** Beginning date of election/appointment (without break in service) to current position listed on line 4.
9. **Date Executive's current Term ends:** Enter ending date of term if elected (next election swearing in) or N/A if appointed.
10. **Agency Records Designee:** Name of person being appointed as Records Officer Designee.
11. **Designee's Title:** Title for the person named on line 10 (regular job title)
12. **Designee's Email address:** Email address for the person named on line 10.
13. **Des Phone Number:** Office number for person named on line 10.
14. **Des Fax Number:** Office Fax number for person named on line 10.

## Signing the Submission:

- In the paragraph above the signature line, there are two blanks used to complete the beginning and ending year of the designation appointment.
- The designation can be turned in at any time. However, Agencies who turn their applications in no more than 6 months prior to the July 1 deadline will have their form count for the current fiscal year and the subsequent fiscal year. (Eg. Form received on March 3, 2018, would count for FY2018 and FY2019. So the first blank would have 17 entered and 19 entered for the ending date).
- Make sure that the signature matches the name listed on Line 3 and the title matches line 4.