

# Records Management Role Designation

## About the Form:

- Designations are made using the Records Management Role Designation form (SSARC-941) 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 Role 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 are 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. **Designee's Role (Check all that apply):** Listed below are the four designation choices and criteria for selection of that role.
  - a. **Records Center Coordinator:** This person serves as a point of contact for a section of an agency that routinely sends boxes to the State Records Center. They assist the agency Records Management Officer (RMO) with keeping up with what is held for the agency by the State Records Center.
  - b. **Records Coordinator:** This person serves as a point of contact for a section of an agency regarding records management. They assist the agency RMO with various records management activities including: record retention schedule development/revision, disposal request processing, imaging activities, and disaster preparation/recovery. They may also serve on the agency's Records Management Committee.
  - c. **Legal Contact:** This person can be the General Counsel, Executive Counsel, Staff Attorney or Outside Counsel. They are typically included in the contacts section of Imaging Exception Applications and in Legal Hold notifications.
  - d. **IT Contact:** This person can be a member of the agency's IT staff or a consultant working on an IT project. They are typically included in the IT contact section of Imaging Exception Applications and in Legal Hold notifications involving electronic records.
4. **Designee Section/Office Representing:** List the agency section and Office the person named on line 5 represents. If not an agency employee, indicate that they are a contractor for the agency section/office for the agency listed on line 1.
5. **Designee Name:** Name of person being appointed as Designee.
6. **Designee's Title:** Title for the person named on line 5 (regular job title)
7. **Designee's Email address:** Email address for the person named on line 5.
8. **Des Phone Number:** Office number for person named on line 5.
9. **Des Fax Number:** Office Fax number for person named on line 5.

## Signing the Submission:

- The designation starts the date the form is received and continues until the designation is changed or removed by the agency in writing to the State Archives Records Management Program.
- The designation can be turned in at any time.
- The form can be signed by the agency's RMO, Chief Executive or the designating section's ranking employee.