

# Virginia Polytechnic Institute and State University

## University Records & Information Governance

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### Appointment of Records Coordinator

Date: \_\_\_\_\_

From: \_\_\_\_\_

Dean, Director, or Department Head

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_  
Department Name | Department Number | Mail Code

The purpose of this memorandum is to appoint a Records Coordinator as my official representative, who is authorized to sign any or all documents relating to the storage, transfer, retrieval, and destruction of the records of this office in accordance with the university's or state's retention schedule. This applies to all records of the unit including those stored in the University Records Center. The Records Coordinator will be my liaison with the University Records & Information Governance unit and is responsible for the following records management activities of the department:

- Records inventory and appraisal,
- Coordination of the transfer and destruction of records,
- Maintenance of an index or detailed listing of records stored in the University Records Center for reference by persons requesting records,
- Assistance with records disaster recovery in the event of a disaster at the University Records Center.

The following person is appointed to represent this department/unit as Records Coordinator:

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_  
Name | E-mail | Phone # | MC

\_\_\_\_\_  
Signature of Dean, Director, or Department Head