Appointment of Records Coordinator

Date: ___________

From: ___________________________________________

Dean, Director, or Department Head

__________________________________│______________________│_________
Department Name                                           Org. # (1 per request)   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 Records Management Services 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,

The following person is appointed to represent this department/unit as Records Coordinator. By default, this request will supersede all existing coordinator appointments; if you are requesting appointment of a secondary coordinator, please contact us at (540) 231-0224 or recmgmt@vt.edu for more information.

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Signature of Dean, Director, or Department Head