



SECRETARY OF STATE

ARIZONA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS

A DIVISION OF THE ARIZONA SECRETARY OF STATE



NOTICE OF AGENCY RECORDS OFFICER

Pursuant to ARS § 41-151-14 "The head of each state and local agency shall designate an individual to be the Records Officer Liaison (RO) to the State Library every other year. The Records Officer must be at a level of management sufficient to direct the records management program in an efficient and effective manner and shall act as coordinator and liaison for the agency with the State Library."

Instructions: Fill out this form to notify the State Library of an addition, deletion, or change of the Records Officer, or to update the Records Officer contact information. Return the signed form to the address below.

ACTION: [] Add as RO [] Remove as RO [] Update contact information

Agency: Division, Department or Unit Name:
Records Officer's Name: Title:
Mailing Address:
E-mail Address: Phone Number:
Does the Records Officer have authority to set policy or procedure? [] YES [] NO
I designate the above individual as Records Officer for Public Body Title
Head of Agency or Designee (type or print):
Title (type or print):
Signed (Head of Agency or Designee): Date:

For Records Management Use only:
This Designation Expires on or before:
Certified By: Date:
Records Management Staff