



SECRETARY OF STATE

ARIZONA STATE LIBRARY, ARCHIVES, AND PUBLIC RECORDS
A DIVISION OF THE ARIZONA SECRETARY OF STATE



AGENCY RECORDS OFFICER DESIGNATION FORM

Pursuant to ARS §41-151.14, the head of each state and local agency shall designate an individual within the agency to manage the records management program of the agency. **The agency shall reconfirm the identity of this individual to the state library every other year.** The designated individual must be at a level of management sufficient to direct the records management program in an efficient and effective manner and shall act as a coordinator and liaison for the agency with the state library.

Instructions: Complete this form to inform the State Library of any changes regarding your agency records officer. This includes new designations or updates to contact information. Once filled out, kindly return the signed form to records@azlibrary.gov.

ACTION: **New Designation** **Update to Existing Designation**

Agency Name:		Division, Department or Unit Name:		
Agency Records Officer Name:		Title:		
Mailing Address:		City:	State:	Zip:
E-mail Address:		Telephone:		
Does the Records Officer have authority to set policy or procedures? <input type="checkbox"/> Yes <input type="checkbox"/> No				
I, _____, do hereby designate the above individual as the listed agency's records officer. <small>Agency Head or Designee</small>				
Head of Agency (or Designee) Signature:			Date:	
Head of Agency (or Designee) Title:				

For LAPR Use Only:

Certified By: _____ Date: _____
Records Analyst or Administrator

This designation expires on or before: _____.