



Louisiana State Archives – Records Management
Louisiana Secretary of State
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SSARC-940 (11/2023)

RECORDS OFFICER DESIGNATION FORM

Archives Use Only

Date Received:	Date Entered:	Entered by:
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In compliance with La. R.S. 44:411, on or before July 1st of each state fiscal year, the chief executive officer of each agency shall designate a records officer to act as a liaison between the agency and the State Archives on all matters related to records management and communicate that designation by completing this form. You may submit the completed form to recmgt@sos.la.gov.

1. Agency Name: _____
2. Agency Mailing Address: _____
3. Agency Chief Executive: _____
4. Executive's Title: _____
5. Executive's E-mail Address: _____
6. Executive's Phone Number: _____ 7. Exec Fax Number: _____
8. Date Executive was appointed or elected to current position: _____
9. Date Executive's current term ends: _____ (date of next election or N/A if not applicable).
10. Agency's Records Officer Designee: _____
11. Designee's Title: _____
12. Designee's E-mail Address: _____
13. Des Phone Number: _____ 14. Des Fax Number: _____

As the head of the agency listed above, I hereby designate the person listed above to act as the agency's designated Records Officer for the State Fiscal Year beginning July 1, 20__ and ending June 30, 20__. If this form is returned after January 1st in a year where a designation has not been made, the designation will cover the balance of the remaining fiscal year and the upcoming fiscal year. In the event our designee changes during the year indicated above, we will notify your office of the change within thirty days.

Executive's (Head of Agency) Signature

Title

Date