



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



Joan Clark, State Librarian & Director

ARCHIVES AND RECORDS MANAGEMENT

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:		
<input type="checkbox"/> Add as RO	<input type="checkbox"/> Remove as RO	<input type="checkbox"/> Update contact information

Agency:	Division, Department or Unit Name:
Records Officer's Name:	Title:
Mailing Address:	
E-mail Address:	
Phone Number:	Fax Number:
Does the Records Officer have authority to set policy or procedure? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I designate the above individual as Records Officer for _____	
Agency/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:		
<input type="checkbox"/> RM E-mail Distribution List <input type="checkbox"/> RM Database	Date:	Initials:

RECORDS MANAGEMENT CENTER

1919 West Jefferson Street • Phoenix, Arizona 85009 • Home Page: <http://www.azlibrary.gov/records>

Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: rmd@azlibrary.gov

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