

**INSTRUCTIONS FOR COMPLETING THE
RECORDS OFFICER DESIGNATION AND RESPONSIBILITIES (RM-25 FORM)**

The Virginia Public Records Act, Code of Virginia § 42.1-85 states that, “[e]ach state agency and political subdivision of this Commonwealth shall designate as many as appropriate, but at least one, records officer to serve as a liaison to The Library of Virginia.” In order to designate a Records Officer, your agency or locality must submit a completed Records Officer Designation and Responsibilities (RM-25 Form).

Read the responsibilities listed in the top half of the form and then mail or deliver your completed, type-written form, with original signatures, to the address in the top left-hand corner. Faxed or e-mailed forms are not accepted.

1. Type the full name of your agency, county, city, town, or regional authority
2. Type the full name of your division or department without abbreviations
- 2a. Type the full name of your section or sub-department without abbreviations
3. Type the first and last name of the person becoming the Records Officer
4. Type your full office/job title without abbreviations
5. Type your full address as it would appear on a mailing envelope
6. Type your area code and direct phone number, including extension, if needed
7. Type the e-mail address you use for government business purposes
8. Check in the appropriate box to indicate that you are a(n):
 - New Records Officer or Coordinator – your agency, department, or sub-department has never designated a Records Officer or Coordinator of which you are aware
 - Additional Records Officer or Coordinator – your agency, department, or sub-department currently has a Records Officer or Coordinator on file, and you will serve as an additional contact
 - Replacement Records Officer or Coordinator – you are replacing an agency, department, or sub-department Records Officer or Coordinator. Please type their name on the line included.
- 8a. Click the appropriate box to indicate that you will be the Records Officer/Coordinator for:
 - The agency, locality, or regional authority indicated in Box 1
 - The division/department. You are the contact for the division or department listed in Box 2
 - The section/sub-department. You are the contact for the section or sub-department listed in Box 2a
9. Type your name and the date in the appropriate text blocks.
10. Type the name of the agency head or designee in the left text block. Print the form.

The Records Officer will sign the form on Line 9, acquire the signature and date from the agency head/designee, and mail/deliver the completed form to the address in the top left corner.