

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

November 2011

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 the Records Officer Designation and Responsibilities (RM-25 Form).

Read the responsibilities listed in the top half of the form and submit your completed, type-written form (except for signatures) to the address in the top left-hand corner. This form must be submitted by mail. Faxed and e-mailed forms are not accepted.

1. Type the full name of your agency or the name of your county, city, or town
2. Type the full name of your division, department, or section, without abbreviations
3. Type your first and last name
4. Type your full title without abbreviations
5. Type your full address as it would appear on a mailing envelope
6. Type your direct phone number, including area code and extension
7. Type your full fax number, including area code
8. Type your full e-mail address
9. Check in the appropriate box to indicate that you are:
 - New Records Officer: Your agency has never previously designated a Records Officer
 - Additional Records Officer: Your agency currently has a Records Officer on file and you will serve as an additional contact
 - Replacement Records Officer: You are replacing your agencies current Records Officer. Please include their name on the line included.
 - Records Coordinator: You are an additional contact within your agency; however, you do not have full Records Officers responsibilities. Your agency has defined what duties you hold as a Coordinator.

9a. Check in the appropriate box to indicate that you are the Records Officer/Coordinator:

- For the agency/locality listed: You are the contact for the agency/locality listed in box 1
- For the division/department section listed: You are the contact for the division/department section listed in box 2

10. Check this box if you would like to receive period e-mail updates from the Library of Virginia.

11. Type your first and last name in the first portion of the box. Type the date you are preparing the form in the last portion of the box. Print the form and sign.

12. Have your agency head or their designee legibly print their name, sign the form, and print the date they are signing the form.