**INSTRUCTIONS FOR COMPLETING THE**

**RECORDS OFFICER DESIGNATION AND RESPONSIBILITIES (RM-25) FORM**

Per the Virginia Public Records Act, Code of Virginia § 42.1-85, “Each 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, an agency must submit a completed Records Officer Designation and Responsibilities (RM-25) Form.

Read the bulleted responsibilities listed at the top of the form. With an understanding and acceptance of the responsibilities, mail or deliver the completed, type-written form, with original signatures, to the address in the top left corner of the form. Completed forms may be delivered by mail or email, but signatures must be hand-written or signed electronically. Type-written signatures are not acceptable.

1. Type the full name of the state agency, county, city, town, or local/regional authority/entity making the designation. No abbreviations except for Dept. or Div., and do not use agency code numbers.

If the designation being made is for the entire agency, then skip to Field 3.

2. If the designation is being made below the agency level, type the full name of the department or division for which the officer is being designated. NB: Constitutional offices are considered departments of their locality for records management purposes.

2a. If the designation is being made below the departmental level, type the full name of the sub-department or section.

3. Type just the first and last name of the person being designated.

4. Type the name of the incoming officer’s job title without abbreviations.

5. Type the full address as it would appear on a mailing envelope.

6. Type the incoming officer’s area code and phone number, including extension, as needed.

7. Type the e-mail address the incoming officer uses for government business purposes.

8. Check the appropriate box to indicate that the status of the incoming officer is a(n):

* Replacement Records Officer – the incoming officer is replacing an existing or previous records officer. Type the former officer’s name on the “Replacing:” line.
* New Records Officer – the agency, department, or sub-department for which the designation is being made does not currently have a designated records officer. If uncertain of previous designations, check the [Records Officer Contacts Search](http://www.lva.virginia.gov/agencies/records/search-contacts.asp) page.
* Additional Records Officer – the agency, department, or sub-department has an active records officer on file, and the incoming designee will serve as a secondary or backup officer.

8a. Check the one appropriate box to indicate that the officer is being designated for:

* The entire state agency, locality, or local/regional authority/entity indicated in Field 1,
* The department or division indicated in Field 2, or
* The sub-department or section indicated in Field 2a.

9. Type the incoming officer’s name (and date, if possible) in the appropriate text blocks.

10. Type the name of the agency head or designee (and date, if possible) in the appropriate text blocks.

Print the form.

The incoming officer and the agency head/designee will sign and date their respective lines. Mail the completed form to the address located in the top left corner of the form or email it to your assigned analyst.