



**STATE OF ALASKA**  
**DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT**

DIVISION OF LIBRARIES, ARCHIVES & MUSEUM  
ALASKA STATE ARCHIVES | RECORDS AND INFORMATION MANAGEMENT

PO BOX 110571, Juneau, AK 99811-0571  
Phone: (907) 465-2270  
[rims@alaska.gov](mailto:rims@alaska.gov)

## RECORDS OFFICER DESIGNATION

Per AS 40.21.060(9) the chief executive officer of each state agency shall "appoint a records officer who shall act as a liaison between the department and the agency on all matters relating to the records management program." A Records Officer (RO) should have the appropriate skills, resources, time, and support to fulfill the role of RO, and follow guidance as set forth by SOA Records and Information Management.

Records Officer tasks are usually assigned as additional duties to personnel who typically come from supervisory positions, or are in positions with adequate authority and knowledge to establish and maintain an active, continuing program for the efficient management of records per AS 40.21.060 and 4 AAC 59.010 with a thorough knowledge of the agency's mission and records created by the agency or division.

**Instructions:** Complete this form to notify SOA Records and Information Management of an addition, deletion, or change of Records Officer. Please return the signed form to [rims@alaska.gov](mailto:rims@alaska.gov).

Department Name:	Division/Agency Name:
Records Officer Name:	Title:
Mailing Address:	Email Address:
Phone Number:	Fax Number:
Does the Records Officer have authority to set policy or procedure?  YES                      NO	I designate the above individual as Records Officer for  Department/Agency
Commissioner Name (type or print):	Commissioner Signature:
Date of Signature	