

Designation of Department/Agency Records Coordinator

Department/Agency: _____

Executive Lead (Designator): _____

Prior to designation, please review: Recordkeeping Roles and Responsibilities for Departments/Agencies

As the Executive Lead of the above department/agency, I designate the following staff member(s) to serve as department/agency Records Coordinator(s). I understand that records management is a departmental responsibility and that this role, as outlined in the above guidance, provides administrative support for records management activities.

Records Coordinator:

Name:
Position:
Mailing address:
Phone:
Email:

Alternate (optional):

Name:
Position:
Mailing address:
Phone:
Email:

Should it become necessary to reassign the function of Records Coordinator, I will notify Government Records of the new designation.

Signature: _____ Date: _____

Return completed form to GRO@gov.mb.ca