



JAY DARDENNE  
SECRETARY OF STATE

STATE OF LOUISIANA  
**SECRETARY OF STATE**  
DIVISION OF ARCHIVES, RECORDS MANAGEMENT, AND HISTORY  
BATON ROUGE, LOUISIANA

**RECORDS OFFICER DESIGNATION FORM**  
SS ARC 940 (R 11/06)

**For Archives Use Only**

Date Received: \_\_\_\_\_

Updated: \_\_\_\_\_

Updated by: \_\_\_\_\_

TO: Records Management Section  
Division of Archives Records Management and History  
P.O. Box 94125, Capitol Station  
Baton Rouge, LA 70804-9125

**Instructions:** In compliance with LAS-R.S. 44:411, on or before July 1 of each fiscal year, the chief executive officer of each agency shall designate a records officer to act as liaison between the Division of Archives, Records Management and History and the agency on all matters related to records management and communicate that designation by completing this form, in its entirety and submit it to the State Archives.

PLEASE PRINT CLEARLY ALL INFORMATION REQUESTED BELOW.

1. Agency: \_\_\_\_\_

2. Designee: \_\_\_\_\_

3. Title: \_\_\_\_\_

4. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. E-mail Address: \_\_\_\_\_ @ \_\_\_\_\_

6. Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

7. Fax Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

As Chief Executive Officer of the agency listed above, I hereby designate the person listed above for the Fiscal Year beginning \_\_\_\_\_, 20\_\_ and ending June 30, 200\_\_\_. In the event that our designee changes during the year indicated above, we will notify your office of the change and our new designee within thirty days of any such change.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_