



Vermont State Archives and Records Administration
Office of the Secretary of State

1078 US RTE 2, Middlesex • Montpelier, VT 05633-7701 • Tel: (802) 828-3700 • Fax: (802) 828-3710

RECORDS OFFICER DESIGNATION

A records officer fulfills a critical role in state government by maintaining an active and continuing records management program for his or her agency, department, or body. Where applicable, this designation also satisfies 3 V.S.A. § 218(d), which states that “the head of each state agency or department shall designate a member of his or her staff as the records officer for his or her agency or department and shall notify the Vermont State Archives and Records Administration in writing of the name and title of the person designated.” **Please complete all fields. Wet “ink” signatures are required for document authentication purposes but the Official Seal or Stamp is only required for those who use one.**

Records Officer Name: _____

This Officer is replacing _____ (Please void the previous officer’s appointment.)

Records Officer Title: _____

Records Officer E-mail Address: _____

Records Officer Mailing Address: _____

(please include ZIP+4 code)

Telephone #: _____

Fax: _____

BGS Customer Code: _____

Records Officer Signature: _____

Date: _____

Yes, please include this officer as a member of the [National Association of Government Archives & Records Administrators \(NAGARA\)](#) under VSARA’s institutional account. I understand an invoice for \$50 will follow.

I designate the above individual as records officer for _____
(Agency, Department, or Body)

Signature: _____
(Secretary, Commissioner, or Legal Custodian)

Name: _____
(Please print or type)

Date: _____

Official Seal or Stamp

On occasion, the Secretary of State’s Office is asked to authenticate documents certified by the custodian of those records. If you have or use an official seal or stamp, including signature stamp, please apply it here.

Please return completed form to sos.rim@vermont.gov (preferred), or mail/fax to above address/number Attn: Records Officer Program