



STATE OF OKLAHOMA
ARCHIVES AND RECORDS COMMISSION

RECORDS MANAGEMENT COORDINATOR APPOINTMENT

Name of Agency	Agency Head
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Mailing Address	Telephone Number
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This APPOINTMENT is a . . . NEW Assignment or Re-Assignment (remains the same)

The person(s) listed below is/are the Records Management Coordinator(s) for this agency:
(If the Coordinator remains the same, but their last name, title, phone number, or address has changed please indicate below.)

Name and Title	Contact Telephone Number and E-Mail Address

The following persons are authorized to sign Notice of Intent to Destroy Records:

Agency Head Records Management Coordinator

The following persons are authorized to sign Records Transfer Authorization:

Agency Head Records Management Coordinator

Signature of Agency Head

Date