**Agency Letter Head**

Date:

TO: Heather Hirotaka, State Archivist

FROM:

RE: State Agency Records Officer Appointment

INSTRUCTIONS: In accordance with RCW 40.14.040, each state government agency must designate a Records Officer to manage their records management program and to represent the agency in all contacts with the Records Management Office and State Records Committee. Please complete this form in its entirety and submit to the State Archivist at Washington State Archives, PO Box 40238, Olympia, WA 98504-0238, or MS 40238.

1. Agency:
2. Records Officer Name:
3. Title:
4. Address, including Mailstop:

1. E-mail Address:
2. Phone Number: (     )       -       ext.
3. Fax Number: (     )       -
4. Additional Information:

As Director of the agency, I hereby appoint the person listed above as the insert agency name Records Officer in accordance with RCW 40.14.040. In the event that our appointed designee changes we will notify your office within thirty days.

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

Title:       Date: