

Designation of Chief Records Officer Form

The Chief Records Officer (CRO) is the individual designated by the agency’s records custodian (cabinet secretary/executive director) for an agency to develop, manage, and coordinate all records management activities.

The chief records officer shall have the following responsibilities:

- 1) Coordinate the responses to disposition notifications (destruction and transfer to archives);
- 2) Establishing and maintaining a centralized tracking system for the agency’s storage containers (including the containers’ indices, metadata and locators) and the disposition of records;
- 3) Disseminate information on any litigation, a discovery order, subpoena, government investigation or audit;
- 4) Ensure staff is adequately trained on proper records management practices; and
- 5) Develop policies and procedures pertaining to records management issue (i.e. handling confidential materials, new hire orientation, email management, disposition of records when an employee leaves the agency, metadata development, etc.).

The chief records officer shall have the same authorities and responsibilities as a records liaison officer.

Agency Name:	
Agency Code:	
Chief Records Officer’s Name:	
Chief Records Officer’s Address:	
Chief Records Officer’s Division/Unit:	
Chief Records Officer’s Phone Number:	
Chief Records Officer’s Email Address:	
Chief Records Office Signature:	

Records Custodian Printed Name

Fiscal Year

Records Custodian Signature

Date

SRCA Tracking#: