

MONTGOMERY COLLEGE RECORDS MANAGEMENT
Central Services, 9221 Corporate Blvd., Rockville, MD 20850
records@montgomerycollege.edu

Designation of Records Management Contact Person

This form shall be updated annually, or upon appointment of a new Records Management Contact Person, whichever first occurs.

Date: _____

From: _____
Administrator

Unit Name

Location/Bldg/
Room Number: _____

Phone: _____

The purpose of this memorandum is to appoint a contact person to serve as my official Records Management representative. The Records Management Contact Person will be my liaison with the Records Management Office and is responsible for the following records management activities of the department:

- Adhering to the Records Retention Schedule
- Maintaining an inventory of the Unit's official records (all formats) by location
- Coordination of the transfer and destruction of paper records in offsite storage
- Maintenance of an index or detailed listing of records stored in the off-site facility for reference by persons requesting records.

I appoint the following person to represent this unit as Records Management Contact Person.

_____	_____	_____
Name	E-mail	Phone

Administrator Signature

Date

Scan and return signed form to records@montgomerycollege.edu.