



Culture, Heritage, Tourism and Sport

Government Records Office/Archives of Manitoba  
130-200 Vaughan Street, Winnipeg, Manitoba R3C 1T5  
T 204 945-3738 F 204 948-2008

## Designation of Department/Agency Records Officer

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Department/Agency: \_\_\_\_\_

Designating Director: \_\_\_\_\_

### Records Officer Designation

As the administrative head with responsibility for the records created and maintained by the above department/agency, I designate the following member of staff to serve as department/agency Records Officer:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Alternate Records Officer Designation (optional)

I designate the following member or staff to serve as Alternate to the designated Records Officer when required:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Should it become necessary to reassign the function of Records Officer I will notify Government Records of the new designation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return completed form to the address above**