



# Vermont State Archives and Records Administration

Office of the Secretary of State

1078 US RTE 2, Middlesex • Montpelier, VT 05633-7701 • Tel: (802) 828-3700 • Fax: (802) 828-3710

## RECORDS LIAISON APPOINTMENT

When appointed by a records officer, a records liaison can perform certain records management functions approved by the Vermont State Archives and Records Administration, including authorizing the destruction of records at the State Records Center and authorizing agency/department personnel to view records at that facility. The records officer however remains ultimately responsible for all aspects of his or her records program. *A records officer may appoint up to two liaisons per division or district office. Please complete all fields (Records Liaison #2 may be left blank if only one liaison is being appointed).*

Records Officer Name (please print): \_\_\_\_\_

Department or Agency: \_\_\_\_\_

Records Liaison Division or District Office: \_\_\_\_\_

Division or District Office Delivery Address: \_\_\_\_\_

(please include ZIP+4 code) \_\_\_\_\_

\_\_\_\_\_

Division or District Office's BGS Customer Code: \_\_\_\_\_

### Records Liaison #1

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

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

This Liaison is replacing \_\_\_\_\_ *Please void the previous liaison's appointment.*

### Records Liaison #2

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

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

This Liaison is replacing \_\_\_\_\_ *Please void the previous liaison's appointment.*

**I authorize the above individual(s) to perform the duties of records liaison.**

Records Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed form to [sos.rim@vermont.gov](mailto:sos.rim@vermont.gov) (preferred), or mail/fax to above address/number Attn: Records Officer Program