Records Management Department

**RECORDS OFFICER DESIGNATION AND RESPONSIBILITIES**

Snell Hall Room 211

541-885-1105

**Pursuant to Oregon Administrative Rule 166-030-0016, the responsibilities of a Designated Records Officer include, but are not limited to:**

* **Complete and return, by inner-campus mail, an original, type-written, signed RECORDS OFFICER DESIGNATION AND RESPONSIBILITIES FORM (RM-4 Form) to Records Management in Snell Hall Room 211**
* **Serve as your Department/ Sub-Department’s primary liaison to the Records Management Department**
* **Implement and follow the records management program operated by the Records Management Department**
* **Distribute the OUS RECORDS RETENTION SCHEDULE under OAR 166-475, and ensure all records are retained under the proper Series Title**
* **Ensure all Records Management Forms are properly filled out, and all correspondence with Records Management is returned ASAP**
* **Ensure all records to be destroyed on Form RM-2 have reached the Minimum Retention Time and NO legal Action or Audits are pending**
* **Coordinate with Records Management to ensure the safe storage of all Department Records**
* **Assist Records Management to conduct a complete audit of the Department Record Inventory as needed**
* **Coordinate with Records Management to develop an Emergency Recovery Plan in the event of a disaster or other unplanned incident**
* **Attend all possible training sessions offered by Records Management**

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| 1. **Division**   Click here to enter Division Name. | 1. **Department**   Click here to enter Department Name. | | **2a. Section or Sub-Department** (if needed)  Click here to enter Section or Sub-Department. |
| 1. **Incoming Records Officer**   Click here to enter Name of Incoming Records Officer. | | 1. **Office/ Job Title**   Click here to enter Office Held/ Job Title. | |
| 1. **Office Location** (Building and Room)   Click here to enter Office Location. | 1. **Phone Number with Extension**   Click here to enter Phone. | | 1. **E-mail Address**   Click here to enter E-Mail Address. |

**We have read and understand the responsibilities of a Designated Records Officer as outline herein and pursuant to OAR 166-030-0016.**

**Incoming Records Officer (Print) Signature Date**

**Division or Department Head (Print) Signature Date**

**PLEASE DELIVER OR SEND BY INNER-CAMPUS MAIL THE ORIGINAL, SIGNED, TYPE-WRITTEN FORM TO FINANCE & ADMINISTRATION IN SNELL HALL 211**