ATTACHMENT 1

DESIGNATION OF CUSTODIAN OF RECORDS

Department of ___________________________

I. CUSTODIAN OF RECORDS DESIGNATION

__________________________________________________________________________ is designated the Custodian of Records for the
Name and Title of Employee

Official Personnel Folders (OPF)/Employment-Related Personnel Files whose duties include the
management and security of these files and the conduct of personnel relative to the protection of
these files.

Authorized by: ____________________________

Department Head

Date

Acknowledged by: ____________________________

Designee

Date

II. RECORDS OFFICER DESIGNATION

__________________________________________________________________________ is designated the Records Officer for
Name and Title of Employee

Program Name

Authorized by: ____________________________

Department Head or Custodian of Records

Date

Acknowledged by: ____________________________

Designee

Date