

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: _____ Date _____
Department Head

Acknowledged by: _____ Date _____
Designee

II. RECORDS OFFICER DESIGNATION

_____ is designated the **Records Officer** for
Name and Title of Employee

Program Name

Authorized by: _____ Date _____
Department Head or Custodian of Records

Acknowledged by: _____ Date _____
Designee