

UNIVERSITY ARCHIVES AND RECORDS SERVICE
Records Management Liaison
Appointment Form

Instructions: Please use this form to appoint a records management liaison to your department or unit.

I understand the primary responsibilities of my department or unit's records management liaison:

1. To serve as the contact with the University Archives and Records Service staff in reference to archived files, completion and clarification of records retention and disposition schedules, records management policy and procedure revisions.
2. To supervise the preparation of records for transfer to storage or to the University Archives as stipulated in the office records retention and disposition schedule.
3. To attend records management training sessions for liaisons, and to promote and schedule office staff participation in on-site training conducted by University Archives and Records Services staff.

As the administrative head with legal responsibility for the records created and maintained by the below listed office, I hereby appoint the below employee as *records management liaison* for the University Archives and Records Service:

Liaison Name: _____ **Email:** _____

Dept #: _____ **CB #:** _____ **Phone:** _____ **Fax:** _____

Department Name: _____

Unit Name: _____

Should it become necessary to reassign the *records management liaison* for this office, I will notify the University Archives and Records Service of my new appointee.

Supervisor's Name and Title: _____

Supervisor's Email Address: _____

Supervisor's Signature: _____ **Date:** _____

Liaison's Signature: _____ **Date:** _____

Please retain a signed copy of this form for your records.

Please complete and return this form to:

University Archives and Records Service
Wilson Library
Campus Box 3926
Chapel Hill, NC 27514-8890
Voice: (919) 962-6402 Fax: (919) 962-6401
recman@unc.edu

For UARS Use Only

Liaison # _____

Database _____

Schedule # _____