

**Georgia Institute of Technology  
Archives and Records Management Department  
Appointment of Records Coordinator**

**Department:** \_\_\_\_\_

Georgia Tech units using the Georgia Tech Records Center should designate a staff member as departmental records coordinator. Please use this form to designate a departmental records coordinator.

**Departmental Records Coordinator**

The departmental records coordinator serves as the primary contact for Archives & Records Management staff. He/she is responsible for organizing and coordinating the transfer of records to the Records Center and for managing the retrieval of records from the Record Center.

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

**Authorization to access / retrieve records**

If so desired, departments may also designate additional staff members who are authorized to request retrieval of material. The departmental staff listed below are authorized to access and retrieve records stored in the Records Center.

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

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

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

**Destruction Authorization**

The following staff member is authorized to approve the destruction of departmental records in accordance with the Board of Regent's retention guidelines.

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

**Department / division / program unit approval**

\_\_\_\_\_  
Signature of Dean, Director, or Department Head Date

\_\_\_\_\_  
Print name

Please return this form to: Kirk Henderson, Records Manager  
Archives & Records Management  
Georgia Tech Library & Information Center  
MC: 0900