

Departmental Records Coordinators

Departmental Records Coordinators serve as the point of contact between their respective department and the University's Records Officer. This is an important position within a department and should be assigned to a full-time employee familiar with the various types of records created and received by the department. Department heads must use the Records Coordinator Designation Form to name a Department Records Coordinator or make changes.

Responsibilities

Departmental Records Coordinator responsibilities include but are not limited to:

1. Attending applicable trainings regarding records management
2. Completion, submission, filing or all records management forms
3. Distribution of records management information within the department
4. Coordinate a departmental records inventory (identifying the types of records held within the department)
5. Provide guidance to departmental personnel on record related matters
6. Be familiar with System and University records retention policies
7. Coordinate the destruction of records.



Texas A&M University-Central Texas RECORDS COORDINATOR DESIGNATION FORM

Department Name _____

Coordinator Information

Name	
Job Title	
Phone #	
Email Address	
Signature	

Required Approval

Department or Unit Head Printed Name _____

Department or Unit Head Signature _____

Date _____

A department can have more than one Records Coordinator. Please complete a separate form for each person with records responsibilities.

Please return this completed form to:

Office of Institutional Compliance, Founders Hall 317 or email to compliance@tamuct.edu