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| LVAlogo_B&W  Records Analysis Services  800 E. Broad St., Richmond VA 23219  (804) 692-3600 | **Records Officer Designation and Responsibilities**  (RM-25 Form 1/2025) |

Pursuant to the *Virginia Public Records Act* (VPRA) of the *Code of Virginia (*§42.1-76 *et. seq.)*, the responsibilities of a designated Records Officer include, but are not limited to:

(NB: “Agency” means State Agency, Locality, or Local/Regional Authority/Entity)

* Complete and return by mail or other delivery an original, type-written, and signed Records Officer Designation and Responsibilities (RM-25) Form to the Library of Virginia.
* Develop and implement a records management program based on best practices and procedures promulgated by the Government Records Services Division of The Library of Virginia (LVA).
* Provide training to appropriate staff on records management procedures, practices, and use of appropriate forms, as necessary. As needed, collaborate with internally designated records coordinators to help maintain an effective records management program.
* Distribute LVA-approved Records Retention and Disposition Schedule information to appropriate staff members. Assist staff in surveying records that are unique to the agency in order to help the LVA develop and implement accurate Records Retention and Disposition Schedules.
* Coordinate the destruction of non-permanent records in accordance with applicable Records Retention and Disposition Schedules. Authorize the accurate and timely destruction of records by completing and/or reviewingCertificate(s) of Records Destruction (RM-3) Forms, pursuant to LVA procedures.
* Identify all essential and archival records. Ensure records are properly maintained, protected, and accessible for the length of time cited in applicable Records Retention and Disposition Schedules.
* Participate in decisions concerning records reformatting and/or storage.
* As needed, coordinate and approve the transfer of permanent, archival records using the Archival Transfer List and Receipt (ARC-1 and ARC-2) Forms, and/or non-permanent records using the LVA’s online box-management system, to the Library of Virginia.
* Coordinate the development of a plan to help ensure the protection / recovery of records in the event of a disaster or any other unplanned incident.
* Receive and disseminate periodic updates from the LVA on important records management issues within the Commonwealth via the Virginia Records Officer Listserv (VA-ROL).

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| **1. State Agency / Locality / Regional Authority/Entity** | **2. Department or Division** (if appropriate) | **2a. Sub-Dept. or Section** (if appropriate) | |
| **3. Name of Incoming Records Officer** | **4. Office / Job Title** | | |
| **5. Mailing Address, City, State, Zip Code** | **8. Choose one incoming status:**  **Replacement Records Officer**  **Replacing:**  **New Records Officer**  **Additional Records Officer** | | **8a. For the indicated:**  **Agency / Locality / Regional Authority**  **or**  **Department or Division**  **or**  **Sub-Dept. or Section** |
| **6. Phone Number, with Direct Extension** |
| **7. E-mail** |

**We understand and accept the responsibilities of a Records Officer as outlined above and pursuant to the *VPRA* of the *Code of Virginia*.**

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| **9. Incoming Records Officer (Typed)** | **Signature** | **Date** |
| **10. Agency Head or Designee (Typed)** | **Signature** | **Date** |

**\*\*MAIL / DELIVER TYPE-WRITTEN FORM WITH ORIGINAL SIGNATURES TO THE ADDRESS IN THE TOP LEFT CORNER**