



Maine State Archives
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APPLICATION FOR RECORDS CENTER USE CARDS State Agency Records Officer Designation

Pursuant to MRSA Title V, §95: The head of each agency will appoint a Records Officer. The Records Officer will be responsible for the economical and efficient management of all records for that agency, including digital records, in compliance with the policies of the State Archivist.

Instructions: State agencies must use this form to notify our office of any Records Officer, Assistant RO or Card holder changes. **Records Officers must be appointed by Commissioner or appropriate agency head.** Fill out one form completely and submit with authorized signature to the above listed address (regular mail or email).

Department:	Bureau and Division:
Name & Title of Person Completing Form:	Date:

Section 1 – Records Officers and Assistants

ACTION: Add as RO Remove as RO Add as Assistant RO Remove as Assistant RO Update contact information

Title:	Name:	Work Unit (Division):
Mailing Address (include physical location):		
Phone:	Fax:	Email:

Name of Commissioner/Agency Head: _____ Signature: _____

Section 2 – Agency Card Holders (can be signed by Agency RO)

ACTION: Update contact information Add/Remove Card holders below

Name of Agency Records Officer: _____ Signature: _____
(if Head of Agency – not RO - please specify title)

Name*	Work Unit (Bureau)	Mailing Address (include physical address)	Phone/Email	Add/ Remove
				<input type="checkbox"/> A <input type="checkbox"/> R
				<input type="checkbox"/> A <input type="checkbox"/> R
				<input type="checkbox"/> A <input type="checkbox"/> R
				<input type="checkbox"/> A <input type="checkbox"/> R
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				<input type="checkbox"/> A <input type="checkbox"/> R
				<input type="checkbox"/> A <input type="checkbox"/> R

*Please do not request a card for an employee against the immediate supervisor's wishes. Verifying the supervisor's approval is the requesting Records Officer's responsibility, not that of Records Management.