



Risk Management & Compliance Office  
Box T-0830 / Admin Annex I, Suite 106  
Telephone: 254-968-9415

## RECORDS COORDINATOR DESIGNATION FORM

### Department Name

### Coordinator Information

Name

Job Title

Extension

Email Address

Signature

### Required Approval

Dept Head and/or  
Director's Name

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: **Risk Management & Compliance Office Box T-0830**