



LIBRARY OF VIRGINIA

Records Analysis Services
800 E. Broad St., Richmond VA 23219
(804) 692-3600

RECORDS OFFICER DESIGNATION AND RESPONSIBILITIES

(RM-25 Form November 2012)

Pursuant to the Virginia Public Records Act (VPRRA) of the Code of Virginia (§42.1-76 et. seq.), the responsibilities of a designated Records Officer include, but are not limited to, the following (NB: "Agency" means State Agency, Locality, or Regional Authority/Entity):

- Complete and return by mail or delivery an original, type-written, signed RECORDS OFFICER DESIGNATION AND RESPONSIBILITIES (RM-25 Form) to the Library of Virginia.
- Develop and implement a records management program based on records management best practices and procedures promulgated by the Archives, Records, and Collections Services Division of the Library of Virginia.
- Provide training in records management procedures, practices, and use of appropriate forms, as necessary. As needed, collaborate with departmental Records Coordinators to help maintain an effective records management program.
- Distribute Library of Virginia-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 develop and implement accurate RECORDS RETENTION AND DISPOSITION SCHEDULES.
- Assist in identifying records that can be destroyed in accordance with applicable RECORDS RETENTION AND DISPOSITION SCHEDULES. Approve the accurate and timely destruction of records by completing and/or reviewing CERTIFICATE(S) OF RECORDS DESTRUCTION (RM-3 Form), pursuant to Library of Virginia procedures for the destruction of records.
- 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 SCHEDULE.
- Participate in decisions concerning records reformatting and/or storage.
- Coordinate and approve the transfer of permanent, archival records, using the ARCHIVAL TRANSFER LIST AND RECEIPT (ARC-1 Form), and/or non-permanent records, using Infotrix, 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 periodic updates from the Library of Virginia on important records management issues within the Commonwealth via the Virginia Records Officer Listserv (VA-ROL).
- The responsibilities of a Records Coordinator are defined by the agency to include some variation of, but not to exceed, the responsibilities above, and should be documented in the agency's records management policy.

1. Agency / Locality / Regional Authority/Entity <i>Town of Irvington</i>	2. Division or Department <i>Town Office</i>	2a. Section or Sub-Department (if needed)
3. Name of Incoming Records Officer or Coordinator <i>Laurel S. Taylor</i>	4. Office / Job Title <i>Town Clerk</i>	
5. Mailing Address, City, State, Zip Code <i>P.O. Box 174, Irvington, VA 22950</i>	8. New: <input checked="" type="checkbox"/> Records Officer <input type="checkbox"/> Records Coordinator	8a. For the listed: <input type="checkbox"/> Agency / Locality / Regional Authority
6. Phone Number, with Direct Extension <i>504-438-6230</i>	Additional: <input type="checkbox"/> Records Officer <input type="checkbox"/> Records Coordinator	<input type="checkbox"/> Department or Division
7. E-mail <i>info@townirvington.vc.us</i>	Replacement: <input type="checkbox"/> Records Officer <input type="checkbox"/> Records Coordinator	<input type="checkbox"/> Sub-Department or Section

We have read and understand the responsibilities of a Records Officer / Coordinator as outlined herein and pursuant to the VPRRA of the Code of Virginia.

9. Incoming Records Officer / Coordinator (Print) _____ Signature _____ Date _____

10. Agency Head or Designee (Print) _____ Signature _____ Date _____

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

Records Management Officer – designation:

Must be voted on and approved by Town Council that the Town Clerk be designated to file a form (RM-25) with the Library of Virginia. This form needs to be completed and mailed in.

This allows the Clerk to follow General Schedules of documents that must be retained, and allows for old records, in some cases, to be destroyed and deleted. Non-confidential destruction will be reported to the Library of Virginia on form RM-3, but items under that category can be thrown in the trash and deleted from the hard drive.

A copy of the RM-25 form was posted on our website for this meeting.