

APPENDIX 4a: RECORDS MANAGEMENT LIAISON OFFICER APPOINTMENT LETTER

RECORDS MANAGEMENT LIAISON OFFICER (RMLO) DESIGNATION FORM LETTER

MEMORANDUM FOR: Primary Organization Heads

(use plural form of POH in address line if memo is going to all POHs; if only one, then use the recommended changes to the memo in the body below; if going to all POHs, then better to list the POHs and alternates as originally written).

FROM: Office of Digital Enterprise, Electronic Records Management Division

SUBJECT: Designation of Records Management Liaison Officer
and Alternate for the Office of

In accordance with (Authority: Par. 1-8a (5), this memorandum designates [NAME, TITLE] as the Records Management Liaison Officer, and [NAME, TITLE] as the Alternate Records Management Liaison Officer, for the Office of [NAME OF OFFICE], effective immediately.

If you have any questions, please contact [NAME, TITLE, OFFICE] at [PHONE NUMBER] or via email at

1. RMLO:

Name

Date

2. Alternate
Name