

APPENDIX 4b: RECORDS MANAGEMENT COORDINATOR APPOINTMENT LETTER

RECORDS MANAGEMENT COORDINATOR DESIGNATION FORM

DATE:

MEMORANDUM FOR: U.S. Department of Housing and Urban Development Agency Records Officer, Office of Administration, Office of Records Management.

FROM:

SUBJECT: Designation of Records Management Coordinator and Alternate for the Office of

Telephone Number:

Records Management Coordinator (RMC):

Alternate: