

Designation of Department/Agency Records Manager

Department/Agency: _____

Executive Lead (Designator): _____

Prior to designation, please review: Recordkeeping Roles and Responsibilities for Departments/Agencies

As the Executive Lead of the above department/agency, I designate the following Records Manager to lead and support the department/agency's recordkeeping program. I understand that records management is a departmental responsibility, and that this role will be responsible for working with the Executive Lead to carry out the recordkeeping priorities of the department and ensuring compliance with recordkeeping policies and requirements.

I also understand that this is a professional role and that minimum education requirements outlined in the Roles and Responsibilities have been met.

Records Manager:

Name:
Position:
Mailing address:
Phone:
Email:

Should it become necessary to reassign the function of Records Manager, I will notify Government Records of the new designation.

Signature of Executive Lead: _____

Date: _____

Return completed form to GRO@gov.mb.ca