



Records Management Assistant Coordinators (RMAC) / Unit Record Manager Contact Form

Agency	Division/Unit/Team
Name	Title
Email Address	Phone Number
Mailing Address	Inter-office Mail (IMS) Code

Backup Contact (if you're unavailable):

Name	Title
Email Address	Phone Number
Mailing Address	Inter-office Mail (IMS) Code

Please return this completed form by email to your agency's Records Management Coordinator and CC the CalRIM team at CalRIM@sos.ca.gov.