



## Records Management Coordinator (RMC) Designation Form (Revised July 2023)

The head of a state agency shall appoint a representative from the agency to serve as the Records Management Coordinator (RMC) and notify the Secretary of State's California Records and Information Management Program within 30 days of the appointment per [Gov. Code section 12274\(e\)](#).

### Instructions:

1. Identify the 'Agency/Department' to which the individual is designated.  
(Also, list any associated Boards, Committees, Commission, and/or Bureaus to which the designated individual will also serve as the RMC. If additional space is needed, attach a separate page, and indicate, "see attached," in the space provided.)
2. Identify the individual appointed as the RMC and provide their contact information.
3. The Agency Head signs the form (*not the RMC Designee*).
4. Submit the completed, signed form to [CalRIM@sos.ca.gov](mailto:CalRIM@sos.ca.gov).

*If there are additional staff who support records management within the agency, they may be listed on the [Records Management Assistant Coordinator Contact Form](#).*

<b>Agency/Department</b>	<b>Parent Agency (If Applicable)</b>
<b>RMC Name</b>	<b>RMC Title</b>
<b>Email Address</b>	<b>Phone Number</b>
<b>Mailing Address</b>	<b>RMC Required Training</b>
	<i>RMCs are required to complete 12 hours of CalRIM records management training within the first year of their designation, and four (4) hours of training biennially thereafter.</i> <a href="#">Government Code section 12274.5(a)</a>

By signing this form, I hereby appoint the above-named individual as an officer of our agency to represent us as our Records Management Coordinator and to carry out the duties and responsibilities provided for in the State Records Management Act (Gov. Code sections 12270-12279) and in relevant Secretary of State guidelines, rules, and regulations.

<b>Signature of Agency Head</b>	<b>Date</b>
Signature	
Classification/Title	