

**RECORDS OFFICER DESIGNATION**

**Instructions:** Complete this form to notify Records Management of a change in Records Officer. Return the signed form to:

Records Management                      Email: [BOA.Records.Frontdesk@state.sd.us](mailto:BOA.Records.Frontdesk@state.sd.us)  
1320 East Sioux Avenue  
Pierre, SD 57501  
Phone: (605) 773-3589

Pursuant to ARSD **10:04:01:02**. The head of a state department, bureau, board, council, or institution is responsible for the overall coordination of records management activities within the agency. He/she may act as the records officer for his/her agency to carry out this responsibility or he/she may designate a records officer from the management or professional level to act in his/her place.

Name of Department Head/Appointing Authority: \_\_\_\_\_

I will act as the records officer for the \_\_\_\_\_  
(Department, Bureau, Board/Commission, Council, or Institution)

I hereby designate \_\_\_\_\_  
(Name of Designee)

as the records officer for the \_\_\_\_\_  
(Department, Bureau, Board/Commission, Council, or Institution)

**10:04:01:03. Duties of agency records officer.** In accordance with the provisions of SDCL 1-27, articles 10:03, 10:04, and 24:51, the records officer designated in §10:04:01:02 shall do the following:

- (1) Maintain an active, continuing program for the efficient and economical management of the recordkeeping activities of the agency;
- (2) Maintain records containing complete documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency, designed to furnish information to protect the legal and financial rights of the state and of persons directly affected by the agency's activities;
- (3) Submit to the state records manager the records retention and destruction schedules required by SDCL 1-27-13 and 1-27-14;
- (4) Submit an inventory to the state records manager of the records in the custody or under the control of the agency on forms supplied by the state records manager;
- (5) Review the inventory and the retention and destruction schedules annually and petition changes to the state records manager to make the schedules current, accurate, and complete;
- (6) Supervise the preparation of records and transfer forms for conveyance to the state record center or state archives;
- (7) Enforce compliance with authorized record retention and destruction schedules; and
- (8) Represent the agency in all record-related matters upon request of the state records manager or the state records destruction board.

Signature Dept. Head/Appointing Authority: \_\_\_\_\_ Date: \_\_\_\_\_

**For Record Management use only:**

RM Email Distribution List	Date: _____	Initials: _____
RM Database	Date: _____	Initials: _____
RM Website RO List	Date: _____	Initials: _____
RM RO Mainframe Table	Date: _____	Initials: _____
RM Reference Guide	Date: _____	Initials: _____