



Records Management Liaison (RML)
Acknowledgment of Responsibilities
(RIM-02 August 2020)

Responsibilities of a designated Records Management Liaison (RML) include, but are not limited to, the following:

- *Serve as liaison between the department and the University Records Information Manager.*
- *Attend and participate in mandatory records information management training and activities.*
- *Implement records management policies and procedures within their office.*
- *Coordinate and assure official records destruction is according to the approved Record Retention Schedules.*
- *Confirm official records are classified and indexed before transferring files to off-site storage.*
- *Submit proposed amendments for the Records Retention Schedule to the University Records Information Manager.*
- *Train staff and faculty in their area to perform specific tasks associated with records management policies and procedures when requested.*
- *Promote the Records Information Management program, including the use of the Records Retention Schedules.*
- *Coordinate and encourage participation in annual file destruction.*
- *Coordinate the gathering and protection of records in response to legal inquiries and requirements.*

By signing, both parties acknowledge reading and understanding the responsibilities of a Records Management Liaison (RML). The employee accepts these responsibilities and agrees to serve as a Records Management Liaison for the department/unit until such time a new RML is designated. The department/unit agrees to support the Record Management Liaison in carrying out his/her records management responsibilities.

Name of Records Management Liaison (print)	Signature	Date
Name of Unit Head (print)	Signature	Date

Visit <https://www.westga.edu/administration/president/legal/rim/rml.php> and complete RML Designation Form (RIM-02) and upload signed Acknowledgment.