

Arizona State Library,  
Archives and Public Records



NOTICE OF AGENCY RECORDS OFFICER

Every agency in the State of Arizona is required to have a records management program and a designated records officer (ARS § 41-151.14). The records officer “must be at a level of management sufficient to direct the records management program in an efficient and effective manner.”

The Library and Archives recommends that the records officer report to the director or to a director of operations. The agency also recommends that the records officer have the knowledge to work with information technologists to ensure that records in electronic formats are properly managed.

Large agencies many wish to establish records officers for different divisions with the agency.

Please send the following information for each records officer to

Karen Gray  
Records Management Specialist  
Records Management Division  
1919 W. Jefferson  
Phoenix AZ 85007

Voice: 602-926-3817  
E-mail: [kgray@lib.az.us](mailto:kgray@lib.az.us)

Agency Name	
Division, Department, or Unit Name	
Records Officer’s Name	
Records Officer’s Title	
Records Officer’s Address	
Records Officer’s Phone	
Records Officer’s E-mail	
Does Records Officer have authority to set policy or procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Director’s Signature

Date