

The Commonwealth of Massachusetts

William Francis Galvin

Secretary of the Commonwealth

Records Conservation Board – Massachusetts Archives at Columbia Point

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FORM RCB-4 – RECORDS LIAISON OFFICER DESIGNATION

To the Records Conservation Board:

Pursuant to M.G.L. ch. 66 § 6, _____ is hereby designated as Records
Print or Type Name

Liaison Officer for _____
Executive Office, Authority

Department /Agency

Division, Unit, etc.

The Liaison Officer will work in consultation with the Records Conservation Board to promote efficient records management practices.

The Liaison Officer is authorized to sign applications for Disposal Schedules and Permissions in my stead.

Signature of Department Head or Authorized Agent

Date

Records Liaison Officer

Address: _____

Telephone _____

Cite legislation governing activities of this agency: _____

Copy Distribution:

1. Records Conservation Board
2. Submitting Agency