

The Commonwealth of Massachusetts

William Francis Galvin

Secretary of the Commonwealth

Records Management Unit – Massachusetts Archives at Columbia Point

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FORM RMU-4 – RECORDS LIAISON OFFICER DESIGNATION

To the Records Management Unit:

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

Liaison Officer for _____
Municipal Entity (city, town, school committee, etc.)

The Liaison Officer will work in consultation with the Records Management Unit 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 _____

Copy Distribution:

1. Records Management Unit
2. Submitting Agency