

Insert Agency Name
RECORDS CUSTODIAN APPOINTMENT LETTER

Records Management Division
Insert Agency Name
Insert Agency Address
[Insert email address](#)
Insert Phone Number

FROM: Insert Name and Title (Chief/Director, etc.)
TO: Records Management Division
SUBJECT: APPOINTMENT AS A RECORDS CUSTODIAN
REF: Directive/Policy #

Insert Name is hereby appointed as the Records Custodian representing
Insert section/branch/office . As such, your duties are to serve as the point of contact for records
management support. The responsibilities of this appointment include, but may not be limited to:

1. Setting-up and managing file stations or otherwise managing sets of office/program records.
2. Working with the office/program manager or appointed analyst/specialist to understand what records are created and being maintained in a particular office and ensure any needed record keeping changes are implemented.
3. Maintaining file plans, and at least annually, providing a copy to the Agency Records Officer (ARO);
4. Assisting in the identification/management of essential records for the office/program;
5. Ensuring electronic records protected by litigation holds are preserved in their native format, and in accordance with the standards of 36 C.F.R. § 1236.28, to ensure the prevention of data loss or degradation, and remain ready for retrieval and production until the responsible OCC attorney provides written concurrence for the destruction of the documents;
6. With respect to records that are subject to discovery, for authenticating records, and for ensuring the sufficiency of searches, FOIA holds, litigation holds, and compliance with production requests;
7. Performing regular records inventories and records clean-outs of inactive files; and
8. Working with appointed RLO to ensure records are transferred to the FRC or disposed of promptly when their retention periods expire.

This appointment shall be in effect until you are notified of being relieved of this assignment.

Chief/Director _____ Date _____

Records Custodian Designee _____ Date _____

The Records Custodian shall retain one copy of this letter, signed by both parties, send a copy to the RLO and one copy to the HQ Records Management Program