

On Agency Letterhead

Sample RLO Appointment Letter

From: Director, Agency Name
To: John Q. Public

Subj: APPOINTMENT OF RECORDS LIAISON OFFICER RE: JOHN Q. PUBLIC

Ref: (a) Relevant Instruction
(b) Relevant Instruction
(c) Relevant Instruction
(d) Relevant Instruction

1. Per reference (a), you are hereby appointed as the Records Liaison Officer for Directorate/Office Name. This appointment is effective immediately.

2. You are required to become thoroughly familiar with the provisions of references (a) through (d).

3. As a RLO, you will be responsible for the effective and efficient implementation of the objectives and policies of the Agency Records Management Program. You will have oversight responsibility for implementation, management, and administration of Records Management at Directorate/Office Name. Your duties will include:

5. Your responsibilities may not be re-delegated.

6. This appointment remains in effect until cancelled or revoked.

JOHN M. RETRIEVER