

Stephen F. Austin State University — University Records Management
RECORDS COORDINATOR DESIGNATION FORM

Department Name _____

Department Address _____

Coordinator Information:

Name	
Job Title	
Phone #	
SFA Email	
Signature	

Required Approval:

Department or Unit Head _____

Date _____

A department can have more than one Records Coordinator. Please complete a separate form for each person with records responsibilities.

Please return this form to: University Records Management

Campus mail Box 13055

or

recordsmanagement@sfasu.edu