


Appointment of Records Custodian

Department/Office _____ Chair/Director/Coordinator _____

The Austin Peay State University Records Management Program requires that each department on campus designate one records custodian. The records custodian is responsible for:

- Adhering to the Records Retention Schedule
- Coordination of the transfer and destruction of paper records
- Maintenance of an index or detailed listing of records stored and the storage location
- Maintenance of an index of electronic records stored by the Office/Department

Records Custodian Information

Name _____ Position Title _____

Campus Phone Number _____ Campus Email _____

This individual has been made aware of the duties and responsibilities of this position and agrees to serve in that capacity.

Appointee' Signature _____ Date _____

Chair/Director/Coordinator Signature _____ Date _____

Please submit this form to the following email: recordsmanagement@apsu.edu