



NOTICE OF CHANGE OF AGENCY RECORDS COORDINATOR

State Form 42035 (R14 / 4-24)
Indiana Archives and Records Administration

Return completed form to:
rmd@iara.in.gov

IMPORTANT NOTICE: Indiana law [IC 5-15-5.1-10] requires that agencies designate an Agency Records Coordinator.

SECTION 1: AGENCY INFORMATION

Name of state agency

Address of state agency

SECTION 2: RECORDS COORDINATOR INFORMATION

Name of new coordinator

Signature of new coordinator

Date (*month, day, year*)

Telephone number

E-mail address

SECTION 3: AGENCY HEAD INFORMATION

Name of agency head (or designee)

Signature of agency head (or designee)

Date (*month, day, year*)

Telephone number

E-mail address