**DEPARTMENT OF THE ARMY**

**ORGANIZATIONAL NAME/TITLE**

**standardized street address**

**CITY STATE 12345-1234**



OFFICE SYMBOL (25-1i) Date

MEMORANDUM THRU **Organization’s Records Official’s Address**

FOR Records Management Directorate (AAHS-RMR), 9301 Chapek Rd, Fort Belvoir, VA 22060

SUBJECT: Duty Appointment for Records Administrators, Records Managers and Records Coordinators

1. Effective **DD MMM YYYY**, the following individuals are appointed as Records Administrator, Manager or Coordinator for **Organization’s Name/Title**.

Primary Records Administrator/Manager/Coordinator: **First and Last name**

Email: **Enterprise email address**

Position Title: **Official Title**

Location Address: **Standardized street address**

Phone Number: **(XXX) XXX-XXXX**

2. AUTHORITY:

a. AR 25-1 (Army Information Technology)

b. AR 25-400-2 (Army Records and Information Management Program)

3. PURPOSE: Records Official will perform the duties as outlined in AR 25-400-2 and direct **Organization’s Name/Title** records management program.

4. PERIOD: The appointee is fully aware of the duties and responsibilities of this position and will serve in the capacity until officially relieved, released or reassigned.

5. SPECIAL INSTRUCTIONS: Training information for recordkeeping practices are available at: <https://www.arims.mil/mainPage.aspx>. and <https://www.rmda.army.mil>

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