

In implementing the Local Government Records Act, school personnel who are **Custodians of Records (COR)** shall: Cooperate with the District Records Management Department (DRM) in carrying out the policies and procedures established by the District for the efficient and economical management of records and in carrying out the requirements of the Act. The designee will be the first contact for DRM.

Date:

School Name:

Principal Name:

COR Primary Contact Title:

First Name:

Last Name:

Email:

COR Secondary Contact Title:

First Name:

Last Name:

Email: