
Office of General Counsel

Requirement to Assign Records Liaison and Alternate Records Liaison

To: Directors, Principals, and Supervisors

From: General Counsel
Office of General Counsel

Board Policy 3050 requires that each HCPSS office, school and department identify an individual to serve as the Records Liaison for their respective office, school or department. The Records Liaison will assist the Records Officer in the coordination of records management activities as specified within the Policy. Each individual HCPSS employee will continue to be responsible for the HCPSS records in their custody, however, the Records Liaison will be the point of contact for the office, school, or department's schedule of records, records requests, disposition and destruction in collaboration with the Records Officer.

As the administrator of your office, school or department, you are required to designate the Records Liaison as well as an Alternate Records Liaison for your office, school or department on this [form](#). After the Office of General Counsel receives the listing of Records Liaisons, the Records Officer will provide guidance regarding the role and responsibilities of the liaison and will provide training to identified staff.

Please designate a Records Liaison and an Alternate Records Liaison by August 30, 2024. The Alternate Records Liaison will serve in case the school/office/department's Records Liaison is unavailable; please do not assign both positions to 10-month employees.

Initials: JSC/AR