



**Court Services and Offender Supervision Agency
for the District of Columbia**

Office of the General Counsel

TO:

FROM:

RE: Letter of Appointment, Records Liaison

INSTRUCTIONS: In accordance with CSOSA Records Management Policy Statement 1003, each CSOSA office must designate a Records Liaison to serve as the point of contact for all records management initiatives. The Records Liaison is responsible for submitting a completed file plan to the CSOSA Records Officer on an annual basis. Please complete this form in its entirety and submit to the Records Management inbox at: records.management@csosa.gov.

1. Office:
2. Records Liaison Name:
3. E-mail Address:

The above-mentioned individual has been appointed as a Records Liaison for:
This individual has been made aware of the duties and responsibilities of this position and agrees to serve in that capacity. In the event that our appointed designee changes we will notify your office within thirty days.

Please direct any questions or concerns to Darice Lee, CSOSA Records Officer, at:
darice.lee@csosa.gov

Appointee's Signature: _____ Date: _____

Supervisor's Signature _____ Date: _____