

Designation of Department/Agency Executive Lead

Department/Agency: _____

Deputy Minister: _____

Prior to designation, please review: Recordkeeping Roles and Responsibilities for Departments/Agencies

As the administrative head of the above department/agency, I designate the following senior manager to serve as department/agency recordkeeping Executive Lead. I understand that records management is a departmental responsibility, and that this role will serve to provide leadership, accountability, and advocacy for records management activities.

Executive Lead:

Name:
Position:
Mailing address:
Phone:
Email:

Should it become necessary to reassign the function of Executive Lead, I will notify Government Records of the new designation.

Signature of Deputy Minister or designate: _____

Date: _____

Return completed form to GRO@gov.mb.ca