



Crosby Independent School District
Records Management
Campus/Department Records Liaison Designation

In implementing the Crosby ISD Records Management Program, each campus and major department will need to identify a Records Liaison who will work with the District Records Management Officer to assist with the procedures for efficient records management.

The designee will be the point of contact for records management and will maintain the records in their care and carry out the preservation, destruction, and other disposition of the records in accordance with the policies and procedures established.

Date

Campus

Department

Principal /
Supervisor

Primary Liaison
Designee Name:

Title:

Office Number:

Email:

Secondary Liaison
Designee Name:

Title:

Office Number:

Email:

Complete form and email to: Viviana Killion, Director of Community Relations at vkillion@crosbyisd.org .
You may also complete this form if you need to make a change to the designee information.