



Vermont State Archives and Records Administration

Office of the Secretary of State

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RECORDS OFFICER DESIGNATION

A records officer fulfills a critical role in state government by overseeing the establishment, maintenance, and implementation of a records management program for his or her agency, department, or body. Where applicable, this designation also satisfies 3 V.S.A. § 218(d), which states that "the head of each state agency or department shall designate a member of his or her staff as the records officer for his or her agency or department and shall notify the Vermont State Archives and Records Administration in writing of the name and title of the person designated." **Please complete all fields (the Official Seal or Stamp is only required of agencies or departments which use one).**

Records Officer Name: Jessica Mishaan

☒ This Officer is replacing Susan Spaulding *Please void the previous officer's appointment.*

Records Officer Title: Paralegal

Records Officer E-mail Address: jessica.mishaan@state.vt.us

Records Officer Mailing Address: Governor's Office

(please include ZIP+4 code)

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BGS Customer Code: EXE1

Records Officer Signature: Jessica Mishaan Digitally signed by Jessica Mishaan
Date: 2015.07.07 10:09:33 -04'00'

Date: 7/7/2015

I designate the above individual as records officer for the Office of Governor Shumlin

(Agency, Department or Body)

Signature: 
(Secretary, Commissioner, or Legal Custodian)

Name: Sarah London

(Please print or type)

Date: 7/7/15

Official Seal or Stamp

On occasion, the Secretary of State's Office is asked to authenticate documents certified by the custodial of those records. If you have or use an official seal or stamp, including signature stamp, please apply it here.

Please return completed form to rim@sec.state.vt.us (preferred), or mail/fax to above address/number Attn: Records Officer Program