



Date: _____

To: **Ian Janssen, Director, University Archives**

From: _____

Dept: _____

Subject: Appointment Of Alternate Department Contact

This is to appoint _____ an alternate records officer of this unit. As my official representative, he or she is authorized to sign any or all memoranda relating to the storage, retrieval, and destruction of the records of this office, in accordance with the unit's approved records retention schedule. This applies to the records in this office and those stored in the University Records Center.

Mail or fax to:

University Archives
002 Pearson Hall
Newark, Delaware 19716-0501
Ph: 302/831-2750
Fax: 302/831-6903