Connecticut Digital Archive Point of Contact Designation Form

__________________________________________ (“Institution”) has appointed ___________________________ to be the CTDA Point of Contact for this Institution with the understanding that his person will fulfill the following duties:

- Communicate with the CTDA staff and/or identify agent(s) to communicate on their behalf regarding CTDA issues on an as needed basis;
- Provide information to the Connecticut Digital Archive needed to set up and maintain CTDA services at the institution;
- Ensure all entities using CTDA programs and services at Institution comply with the CTDA Policies.

The Point of Contact for the Institution can be reached at the following email address:

___________________________________________

_________________________________________

This form shall be renewed each year on or about July 1, or when the point of contact is changed.

Signed,

Institution

_____________________________________________________________________

Authorized signature

_____________________________________________________________________

Print Name

_____________________________________________________________________

Title

_____________________________________________________________________

Date

_____________________________________________________________________

Address 1

_____________________________________________________________________

Address 2

_____________________________________________________________________

Address 3

City   State   Zip code

_____________________________________________________________________

Telephone

Connecticut Digital Archive

_____________________________________________________________________

Authorized Signature

_____________________________________________________________________

Print Name

_____________________________________________________________________

Title

_____________________________________________________________________

Date

_____________________________________________________________________

Connecticut Digital Archive

405 Babbidge Road   Unit 1205   Storrs, Connecticut 06269-1205