

VA Enterprise Records Service

Do you know your VA Records Officer?

The VA Records Officer is the Director of the Enterprise Records Service (ERS). The VA Records Officer is based in the VA Central Office and provides guidance to the Agency's records management program and personnel. Each staff office and administration has Records Officers and Records Liaison Officers that support the Agency-wide records management program. Below you will find a few of the VA Records Officer's responsibilities:

- Establishes policies and procedures for administering the records management program
- Provides guidance and oversight to the Agency's records management programs and activities
- Coordinates records management issues with other Federal agencies
- Serves as the VA liaison officer with the Department of Defense, the uniformed services, NARA and other Government agencies on records management matters
- Provide technical guidance and training, as appropriate, to VA administrations and staff offices on establishing and maintaining effective records management programs
- Oversees the activities of the Records Management Steering Committee

Questions about records management? Contact VACOERS_RecordsManagement@va.gov.