



**Please email signed form to: [jlong2@nova.edu](mailto:jlong2@nova.edu)**  
**NSU Records Management Office: 954-262-8893**  
**Mail code: BSV - Attn: Records Manager, Judi Long**

Date \_\_\_\_\_

Department/Clinic Name \_\_\_\_\_

**Org. Code/NSU Account Index** (6 digits)

*Used for Iron Mountain Department ID and billing purposes.*

**\*\*\*Strict Authorization will apply\*\*\* = Only the names listed will have access to the account information**

**Accounts are department restricted and require a minimum of two individuals for each Activity Code or Org. Code/Department ID.**

[illegible]

Please click inside box to select or complete field.

**Print Name and Title:** \_\_\_\_\_  
(name and title of senior center administrator)

Phone Number: ( )

**Department Designee:** An individual designated by the department head/manager and is responsible for overseeing and managing the implementation of this policy for his or her respective academic or administrative unit and serves as the primary liaison to the NSU records manager. This person has full access to departmental records and the ability to prepare destruction orders for approval by senior administrators.

Authorized User: Assists the department designee with record retrieval and pick-up orders, maintenance of record inventory lists, and has the ability to order supplies.

Please complete electronically and print for signature.