

NSU Records Management Department Designee and Authorized User Records Access Authorization Form

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

Customer ID FS776

Customer Name NSU - Nova Southeastern University

Department/Clinic Name

NSU Activity Code

Org. Code/NSU Account Index

(6 digits)

Used for Iron Mountain Department ID and billing purposes.

Date

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.							
Select for User		Authorized Contact Name				Please select one	
ADD	DELETE	(First Name / Last Name)	Phone Number	Email Address	NSU Building/Floor/Room	Department Designee	Authorized User

Please click inside box to select or complete field.

Authorized By:

(above signature must be the senior center administrator)

Print Name and Title:

(name and title of senior center administrator)

<u>Department Designee</u>: 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.

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

Phone Number:

Please complete electronically and print for signature.