State of Nevada Department of Administration, DHRM, Central Records - Signature Authorization Form

Home Org

Agency Name

Effective Date

Name (Typed or Printed)	Signature	Month/Year of Last DHRM Records Course	ESMT Auth. Signature		ESMT Preparer Only	
			A	B	A	B

Appointing Authority:

Name (Typed or Printed)

Title

Signature

NAC 284.504 requires employees who prepare records forms to attend DHRM training within six months of appointment. Continued certification is required biennially at a DHRM records procedure class.

CRSA 7/2012