**AUTHORIZATION FOR DOCUMENTATION PICK-UP**

**DHRM- CENTRAL RECORDS**

**WORK LOCATION CODE: DATE:**

**DEPARTMENT: DIVISION:**

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| **NAME**  **(TYPED OR PRINTED)** | **SIGNATURE** |
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**Signatures Authorized By: Title:**

**(Name Typed or Printed)**

**Signature: Date:**

**Note: Central Records drawers are located in the Central Payroll Office.**

FRM\REC 7/2012