**AUTHORIZATION FOR DOCUMENTATION PICK-UP**

**DHRM- CENTRAL RECORDS**

**WORK LOCATION CODE: DATE:**

**DEPARTMENT: DIVISION:**

|  |  |
| --- | --- |
| **NAME****(TYPED OR PRINTED)** | **SIGNATURE** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**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