



## Official Authorization Form

**Company Name:** \_\_\_\_\_

**Account #** \_\_\_\_\_

	Authorized to request deliveries or pickups of archived material	Authorized to destroy stored containers \ files \ tapes	Authorized to permanently remove stored containers \ files \ tapes	Authorized to access RsWeb.NET
<b>Employee Name:</b> _____  <b>Employee Signature:</b> _____	Order Deliveries \ Pickups	Destruction of Material	Perm-Out of Material	Authorized to access RsWeb.NET
<b>Officer of the Company to Initial Boxes Below</b>				
<b>Employee Name:</b> _____  <b>Employee Signature:</b> _____	Order Deliveries \ Pickups	Destruction of Material	Perm-Out of Material	Authorized to access RsWeb.NET
<b>Officer of the Company to Initial Boxes Below</b>				
<b>Employee Name:</b> _____  <b>Employee Signature:</b> _____	Order Deliveries \ Pickups	Destruction of Material	Perm-Out of Material	Authorized to access RsWeb.NET
<b>Officer of the Company to Initial Boxes Below</b>				
<b>Employee Name:</b> _____  <b>Employee Signature:</b> _____	Order Deliveries \ Pickups	Destruction of Material	Perm-Out of Material	Authorized to access RsWeb.NET
<b>Officer of the Company to Initial Boxes Below</b>				

Office Use Only 1 Copy to Scan. Initials _____  1 Copy to File. Initials _____	<b>Officer of the Company Only</b> <b>Company Officer Name:</b> _____ <b>Date:</b> _____  <b>Company Officer Signature:</b> _____
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\* All changes to the Official Authorization Form must be made in writing and signed by an officer of the company \*