

AUTHORIZATIONS

Use this subject for material which covers more than one subject or is too general to be classified under a specific subject. This classification includes correspondence and supporting material regarding various types of authorizations or delegations of authority.

NOTE: See AUTOMATED DATA PROCESSING for delegations of authority.
See FINANCIAL MANAGEMENT for material relating to authorizations to receive salary checks and other designations to perform paying functions.
See MEETINGS for material relating to authorizations to attend meetings.
See PERSONAL PROPERTY for authorizations to store vehicles at employee residence.
See PERSONNEL for material relating to appointing authority and position classification authority.
See PROCUREMENT AND CONTRACTING for material relating to procurement and contracting authority.
See REAL ESTATE-REAL PROPERTY for material relating to construction authorizations.
See TRAVEL AND TRANSPORTATION for material relating to authorizations to travel.

Disposal Authority:
Job No. NCI-310-80-2

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ATZ	AUTHORIZATIONS		Retention periods vary according to subject. See Records Control Schedule or contact RMO for specific disposal information.	Retention periods vary according to subject. See Records Control Schedule or contact RMO for specific disposal information.