

AUTHORIZED USER



Atlanta Chicago Los Angeles Miami New York Philadelphia San Francisco Washington, DC
770.819.7992 312.226.8100 562.373.9000 305.573.3336 201.798.7100 609.395.0062 800.932.3006 301.583.7617

Pursuant to this authorization, the individuals listed below are entitled to have access to all records stored under

Acct Name

Account #

Dept #

Sub Dept #

1. Print Name

Password

Signature

E-Mail

2. Print Name

Password

Signature

E-Mail

3. Print Name

Password

Signature

E-Mail

4. Print Name

Password

Signature

E-Mail

ELITE ACCESS

All individuals listed below have been granted Elite Access. In addition to placing standard requests, these people have the ability to authorize destruction and request items to be taken permanently out.

1. Print Name

Password

Signature

E-Mail

2. Print Name

Password

Signature

E-Mail

3. Print Name

Password

Signature

E-Mail

4. Print Name

Password

Signature

E-Mail

BY

Representative

Title

Date

Print Name

Telephone

E-Mail

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