

RICHARDS & RICHARDS

OFFICE RECORDS MANAGEMENT, INC.

DESTRUCTION SERVICES

615-242-9600 phone ~ 615-242-2100 fax

orders@richardsandrighards.com

Registration Form & Security List

Account Name: Metro Nashville/Davidson Co. Account #: 6110

Department: _____ Division: _____

Address: _____ Phone #: _____

_____ Fax #: _____

Building: _____ Floor/Suite: _____

Authorized by: Records Management Staff only Date: _____

*****This form must be authorized by Records Management Staff only.**

(To give individuals Destruction Authority, please mark the **FULL** box. **LIMITED** access only allows for signing a work order; we cannot provide destruction services to anyone without full access on your security list.)

Please fax this completed form to Records Management at 615-862-5886. Thank you.

Full _____ *Main Contact/Records Officer Signature* _____ *Print Name* _____

Add
 Delete
 Change

Email address: _____

Full
 Limited _____ *Signature* _____ *Print Name* _____

Add
 Delete
 Change

Email address: _____

Full
 Limited _____ *Signature* _____ *Print Name* _____

Add
 Delete
 Change

Email address: _____

Full
 Limited _____ *Signature* _____ *Print Name* _____

Add
 Delete
 Change

Email address: _____

OFFICE USE ONLY:
DATE RECEIVED: _____ SCANNED: _____
BY: _____