

AD3900 SIGNING AUTHORITY ADMINISTRATION

Records documenting signing authority required for most financial transactions.

Used for tracking and verifying the establishment and renewal of signing authorities.

Example documents: correspondence.

Correspondence includes paper, email and other electronic communication.

OPR - Vice Principal, Finance and Administration

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
31	Signing Authority Administration Files	ET + 1	6	D	YES

ET Definition: Signing authority changed.

GLOSSARY

FY = Fiscal Year (May 1 to April 30)

AY = Academic Year (September 1 to August 31)

CY = Calendar Year (January 1 to December 31)

ET = Event Trigger

OPR = Office of Primary Responsibility

DP = Special Disposition Plan

AR = Transfer to Archives

D = Destroy / Delete

PIB = Personal Information Bank

AD3900 was approved on 15/12/2011.