

## 2.2 AUTHORIZATION/CERTIFICATION

The activity of receiving permission or approval in relation to asset management. Excludes authorizations granted by the agency.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 21013 Rev. 0	<p><b>Authorizations/Certifications – Assets</b></p> <p>Records relating to licenses, permits, accreditations, certifications, inspections, and other authorizations <u>acquired by</u> the agency in relation to its assets <u>from</u> regulating authorities (local, state, federal agencies and/or courts), <b>where not covered by a more specific records series</b>, such as:</p> <ul style="list-style-type: none"> <li>• Certificates of occupancy and other building/facility permits;</li> <li>• Elevator permits/inspections;</li> <li>• Equipment/vehicle registration, etc.;</li> <li>• Fire and life safety permits/inspections (fire extinguishers, alarms, sprinklers, suppression systems, etc.).</li> </ul> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Application/filing and confirmation;</li> <li>• Records relating to violations/corrections;</li> <li>• Reports;</li> <li>• Related correspondence/communications.</li> </ul>	<p><b>Retain</b> for 6 years after authorization expired/superseded/terminated <i>then</i> <b>Destroy.</b></p>	NON-ARCHIVAL NON-ESSENTIAL OPR