

3.2 AUTHORIZATION/DELEGATION

The activity of granting and/or receiving permission or approval in relation to financial management.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 01072 Rev. 0	<p><i>Signature Authority/Delegation Records</i> Records documenting the designating of agency personnel with the authority to sign for purchases, leave authorizations or other actions.</p>	<p>Retain for 6 years after end of fiscal year in which signature authority was superseded/rescinded <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>