

4.2 AUTHORIZATION/CERTIFICATION

The activity of agency **employees** (including contractors and volunteers) receiving authorization/approval, or fulfilling certification requirements, as required by regulating authorities for purposes relating to employee job activities. Excludes the granting of approval by state government agencies acting in a regulatory capacity, which is covered in agency schedules.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03046 Rev. 0	<p>Authorizations/Certifications – Human Resources (General)</p> <p>Records relating to licenses, permits, accreditations, certifications and other authorizations (such as driver’s licenses, etc.) <u>acquired by</u> state government agency employees in certain positions (including contractors and volunteers) that are either required by or received from regulating authorities (such as local, state or federal agencies and/or court order/rule), where not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications/confirmations; • Reports; • Violations/corrections, etc.; • Related correspondence/communications. 	<p>Retain for 6 years after authorization/certification superseded or terminated</p> <p>or</p> <p>6 years after separation from agency, <i>whichever is sooner then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS 03047 Rev. 0	<p>Authorization to Use Personal Equipment/Devices for Work Purposes</p> <p>Records relating to the agency granting approval for employees to use their personally-owned equipment/devices, known as BYOD – Bring Your Own Device (such as laptops, phones, tablets, furniture, weapons, vehicles, etc.) for work-related purposes.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests from employees; • Approvals (including conditions of use); • Revocation of approvals. 	<p>Retain for 6 years after approval superseded/terminated/request denied</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR