

To complete the **Request for Form Authorization** please follow the directions below.

After completion submit both white and yellow copies to Central Printing Services. After review, a Notice of Form Authorization (PCS 3-101) will be sent to you with the yellow copy of this form.

Item 1 - Record the name of the person initiating the request.

Item 2 - Record the full cost center name.

Item 3 - Record the cost center number of Item 2.

Item 4 - Record the title of the form being submitted.

Item 5 - Record the date on which you expect to distribute this form.

Item 6 - Record the number of **original** pages, excluding copies, of the form submitted.

Item 7A. - Indicate with an "X" in the appropriate box the authority that requires the use of the form submitted.

Item 7B. - Record the person's name that you spoke to regarding the availability of an electronic report.

Item 8 - Indicate with an "X" in the appropriate box the person(s) or group(s) of persons for whom the form is intended.

Item 9 - Indicate with an "X" in the appropriate box the frequency with which the form is used.

Item 10A. - Indicate with an "X" in the appropriate box the current status of the form.

Item 10B. - Indicate with an "X" in the appropriate box whether form should be interactive (see explanation).

Items 11-12 - Only the assistant superintendent or his designee may sign and date the request.

Item 13 - Indicate the proper category for the retention of this form.

Category A - Permanent Student Information - Retained indefinitely

Category B - Temporary Student Information - Destroyed by Central Record Office only

Category C - Temporary Information - Retained at Building Administrator's discretion

Category O - Permanent Employee Information - Retained indefinitely

Category T - Temporary Form - One time use only - Expires on the date indicated

Category X - Temporary Employee Information - Retained for three years from the date the information is collected

Category Y - Temporary Operational Information - Retained per regulations

Category Z - Permanent Operational Information - Retained indefinitely

NOTE: Before destroying any forms, contact Central Records Office for proper procedure.

Items 14-17 - The Forms Management Office will complete these sections.