

# RICHARDS & RICHARDS

OFFICE RECORDS MANAGEMENT  
615-242-9600 PHONE ~ 615-242-2100 FAX  
ORDERS@RICHARDSANDRICHARDS.COM

## Security List

Account Name: \_\_\_\_\_ Account #: \_\_\_\_\_

Allotment #: \_\_\_\_\_ Phone #: \_\_\_\_\_

**\*Authorized by:** \_\_\_\_\_ Date Effective: \_\_\_\_\_

This form must be authorized by the Records Management Division.

Please email this to Alice Drummond @ [Alice.Drummond@tn.gov](mailto:Alice.Drummond@tn.gov)

Limited

Add  
 Delete  
 Change

\_\_\_\_\_  
*Signature* *Print Name*

Email address: \_\_\_\_\_

\_\_\_\_\_  
*Agency Records Officer*