



THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

Records Management
Security Container Agreement

In order to ensure that departments are being cautious with the security containers, a Security Container Agreement has been issued. The Department's Records Coordinator, the assigned Full timer and Department Manager are required to complete this form in order to obtain a Security Container. By signing this form, you are agreeing that the Security Containers will remain locked and kept in a location not accessible to the public. Security Containers must remain at the assigned room location at all times. If at any time the Security Container needs to be temporarily moved to another location, the Department's Records Coordinator or Full Timer must contact Records Management.

Department \_\_\_\_\_

Assigned Room # \_\_\_\_\_

Records Coordinator Print Name \_\_\_\_\_

Records Coordinator Signature \_\_\_\_\_

Date \_\_\_\_\_

Records Coordinator Print Name \_\_\_\_\_

Records Coordinator Signature \_\_\_\_\_

Date \_\_\_\_\_

Department Manager Print Name \_\_\_\_\_

Department Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

\*Prior to our services, a completed Security Container Agreement and Signature Authorizations Form is required.

Security containers are for ONLY Confidential Information, which also include CD's, floppies, Zip Discs, and videos. Confidential Information can be placed in the security containers for destruction. Please no hanging files, paper clips, binder clips, and metal clasp folders.

NO Recyclable items are to be placed in the Security Container. If recyclable items are found in the bin, a warning will be issued to the department. If done again by the department, the department will be in violation with the contract and the Security Container will be removed.

If the Security Container is moved to a different location other the assigned location without the permission from Records Management, a warning will be issued to the department. If done again by the department, the department will be in violation of the contract and the Security Container will be removed.

Note: Please submit your request to recordsmanagement@utrgv.edu when services are needed. Deliveries are scheduled for Mondays, Wednesdays and Fridays 8 am to 5 pm of every week. However, deliveries are subject to change at the discretions of Records Management.

Please complete the Work Order Form and Disposition Form, which must accompany the Security Container when placing items in the security container if they have met their retention period. (Refer to the UTRGV Retention Schedule). Failure to comply records management will removed the Security Container from your department.

If you have any questions, comments or concerns, please contact Records Management Program at recordsmanagement@utrgv.edu

Brownsville Campus

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