



THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

Records Management
Signature Authorization Form

Instructions for completing Signature Authorization Form

- List the Department/Program.
 - List the signature of the Department/Program Manager. The Manager is the custodian of the records for their area.
 - List the signature of the Records Coordinators. These people act as a liaison between the Department/Program and the RM Program. The Records Coordinators are authorized to store, retrieve, and dispose records specific to the Department/Program.
 - List signature(s) of each full-time staff member who may request storage, retrieval, and disposition of records in the absence of any Records Coordinator.
 - **If your Department does not have a unique record series assigned on the retention schedule, departments must complete a records inventory worksheet so that a record series can be assigned to the Retention Schedule**
- Note:** Please email recordsmanagement@utrgv.edu for further assistance with inventory.
- The Division VP must approve if the Department/ Program Manager is also the Records Coordinator ONLY.

If you have any questions, comments or concern , please contact Records Management Office at

recordsmanagement@utrgv.edu

Brownsville Campus Luis Hernandez at (956) 882-5965
 Rodrigo Candaudap at (956) 882-5966
 Vacant at (956) 882-5962

Edinburg Campus Jesus Gonzalez at (956) 665-2564
 Viola Dominguez at (956) 665-2081
 Francisco Ramirez at (956) 665-5029



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Signature Authorization Form

This form is used to appoint Records Coordinators and Records the signature(s) of Department's Records Owners, and the Owner's Records Coordinators for validating authorization of storage, retrieval and disposition of records specific to the department/program.

Department/Program (Please type)

Department / Program (please type) Telephone Number

The Department/Program Manager/Head is the authorized custodian of records for his/her specific area.

Typed Name Signature E-mail Address Date

The designated Records Coordinators is assigned by the Manager of the department/program. The following persons are assigned as Records Coordinators and is authorized to approve storage, retrieval and disposition of records.

Table with 3 columns: Typed Name, Signature, Initials. Sub-rows for Email Address, Date, Telephone.

Department Director or Manager is also the Records Coordinator

Above Authority Approved: Typed Division Head Name Signature Date