



## THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

### Records Management Signature Authorization Form

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#### 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](mailto: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 concerns, please contact Records Management Office at

[recordsmanagement@utrgv.edu](mailto:recordsmanagement@utrgv.edu)

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

Edinburg Campus        Jesus Gonzalez at (956) 665-2564  
                                  Francisco Ramirez at (956) 665-5029  
                                  Andrew Gandy at (956) 665-2081



THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

Records Management
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 are authorized to approve storage, retrieval, and disposition of records.

Typed Name

Signature

Initials

Email Address

Date

Telephone

Typed Name

Signature

Initials

Email Address

Date

Telephone

Typed Name

Signature

Initials

Email Address

Date

Telephone

Typed Name

Signature

Initials

Email Address

Date

Telephone

Typed Name

Signature

Initials

Email Address

Date

Telephone

Department Director, or Manager is also the Records Coordinator

Above Authority Approved: Typed Division Head Name

Signature

Date