

## Records Management Signing Authority Form

This identifies those individuals authorized to review and authorize faculty or departmental administrative records. Signing authorities must identify records eligible for disposition that may:

- Be subject to an audit that is underway or pending
- Be subject to legal discovery in a legal matter that is underway or anticipated
- Be subject to a pending or ongoing investigation or review
- Pertain to an open application for access to records made under the FOIPOP Act
- Document financial obligations that have not yet been completed
- Document contractual obligations that have not expired or been fulfilled
- Have operational requirements for retention that have changed since records schedule approval

This signing authority can be the faculty or department head or an appropriate senior leader designated by the faculty or department head.

A signing authority form will identify:

- The official name of the faculty or department
- The name and title of authorized individual(s)
- Date authorized

All signing authorities will be **valid for three years** or when there is a change in signatories.

Signing Authority Forms should be submitted to the Records Management Program by email or campus mail.

Email:

[dalrm@dal.ca](mailto:dalrm@dal.ca)

Address:

Dalhousie Libraries  
6225 University Ave.  
Killam Memorial Library 5th Fl  
Dalhousie University  
PO Box 15000

**Records Management  
Signing Authority Form**

**Faculty or Department - Name**

**Authorization:**

*(head of faculty or department)*

Name *(Print)*

Position/Title *(Print)*

Signature

Date *YYYY/MM/DD*

**I, the above signatory, hereby authorize the undersigned designate(s) the authority to authorize administrative records as per Dalhousie's records management disposition procedures.**

**Designate(s)**

*This form will expire three years after date signed.*

*Submit additional forms for additional designates.*

**Records Management Office Use Only**

Office ID: \_\_\_\_\_

Recorded By: \_\_\_\_\_