



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

December 5, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY08-22

Delivered via Campus Email

To: All Employees

From: Mary Lee Hodge,
Vice President for Business Affairs

Re: Electronic Document Retention Compliance

Prairie View A&M University strives to ensure that it is compliant with the Texas A&M University System Regulations regarding document retention rules. Document retention rules apply to all storage media including paper and electronic documents. In order for employees to have time to clean-out electronic files, President Wright has dedicated Monday, December 10, 2007 as a day that each employee can dedicate to removing old and out-of-date files from email folders, archives, hard disk and other storage media.

Processing/reports with deadlines or activities that cannot be changed should proceed as planned. However, we ask that employees' time be left as free as possible so each can maximize their clear up effort. The Office of Information Technology will have guidance on its website to assist employees in retrieving and deleting their information. If necessary, employees may contact the IT Helpdesk at 936-261-2525 for assistance. Additional information on records retention can be found on the Records Management website at <http://www.pvamu.edu/pages/2269.asp>. Please contact Ms. Tasmina Quddus at 936-261-2154 with additional inquiries concerning records retention.

Normal office operations will resume the following business day. If you have any questions regarding this update, you may contact me via email at mlhodge@pvamu.edu or 936-261-2150. Thank you in advance for your understanding of our need to have this dedicated time and for assisting the University in its compliance efforts.

xc: Dr. George C. Wright