



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

August 7, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY08-60

Delivered via Campus Email

To: Faculty and Staff

From: Mary Lee Hodge  
Vice President for Business Affairs

Re: Document Retention Compliance - **REMINDER**

To ensure that Prairie View A&M University is compliant with System Regulations regarding Records Management, we will perform shredding of documents that exceed the retention period through the end of August 2008. The Compliance Office has provided training to the campus for document retention compliance and instructed each department to schedule shredding needs with Ms. Tasmina Quddus and/or Mr. Charles Washington (*See VPBA Memo FY08-47*). If your department wishes to take advantage of documents disposition which have expired retention periods, you must coordinate this through the above individuals in writing no later than July 31, 2008. A reminder that after September 1, 2008 all shredding cost will have to be paid by the individual department.

You must have your Records Disposition Log and Recorded Destruction Forms completed and each box marked appropriately. Records Destruction Form must be signed by the proper departmental authority and by the Records Retention Officer, Ms. Tasmina Quddus before documents can be disposed.

To prepare the documents for shredding, remove staples, paperclips and binding covers from documents and place them in boxes. Each box must be uniquely identified with a unique number which corresponds to the number listed on the Record Destruction Form. When shredding takes place, someone from your department must be present to witness shredding of documents and sign the Record Destruction Form. Once a date and location have been confirmed it is your responsibility to have documents transported to the site for shredding.

If you wish to utilize the universities shredding services through August 2008, contact Ms. Tasmina Quddus at [taquddus@pvamu.edu](mailto:taquddus@pvamu.edu) or Mr. Charles Washington [clwashington@pvamu.edu](mailto:clwashington@pvamu.edu).