



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

August 11, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY08-69

Distributed Via Campus Email

TO: President, Vice Presidents, Deans, Directors and Department Heads

FROM: Mary Lee Hodge, Vice President for Business Affairs

SUBJECT: Last Chance to Take Advantage of Free Records Destruction

The document shredding truck is scheduled to be on campus on **August 18, 2008**. The truck will be parked at various locations through out the campus. To find the location nearest to your building, please contact Charles Washington at 936-261-1916 or Tasmina Quddus at 936-261-2154. Departments are responsible for transporting their own documents to the shredding truck.

Please have your documents with expired retention periods and destruction forms ready before this date. State documents that are considered "records copies" will not be shredded without properly completed destruction forms. Also, a witness from your department must be present for shredding.

Take advantage of this free shredding service provided by the Office of Business Affairs and stay in compliant with the state and system records management laws and regulations. After August 30, 2008, departments are responsible for bearing the shredding cost.

xc: Dr. George C. Wright

MLH: tq