



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

November 17, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY09-22

Delivered via Campus Email

TO: All Employees

FROM: Mary Lee Hodge, Vice President for Business Affairs

RE: 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 batch paper and electronic documents. In order for employees to have time to clean-out paper and electronic files, President Wright has dedicated Thursday, December 18, 2008, Wednesday, March 18, 2009, and Thursday, June 18, 2009 as dates that each employee can dedicate to removing old and out-of-date paper and electronic files from email folders, archives, hard disks, cabinets, desks, and other storage media. It is critical that everyone retain accreditation documents that support participatory decision making, achievement of outcomes, and other requirements and comprehensive standards. Further, please note that disposal logs must be signed prior to destruction by our Records Retention Compliance Officer, Ms. Tasmina Quddus.

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 clean 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. 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 matter, 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.

MLH/cpc

xc: Dr. George C. Wright