



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

December 16, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY09-36

Delivered via Campus Email

TO: All Employees

FROM: Mary Lee Hodge
Vice President for Business Affairs

RE: **REMINDER:** 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 paper and electronic files, President Wright has dedicated Thursday, December 18, 2008 as a day that each employee can dedicate to removing old and out-of-date files from file rooms, email folders, archives, hard disks and other storage media.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 clean up effort. It is also recommended that you dress appropriately/comfortable for the purpose of moving storage files.

You should know that, by the end of this fiscal year, each department head will be required to certify that all documents, paper and electronic, meet our records retention schedule. The Records Retention schedule can be found at the following link: <http://www.pvamu.edu/pages/2272.asp>. Other information on records retention can be found on the Records Management website at <http://www.pvamu.edu/pages/2269.asp>.

Normal office operations will resume the following business day. If you have any questions regarding this reminder, 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